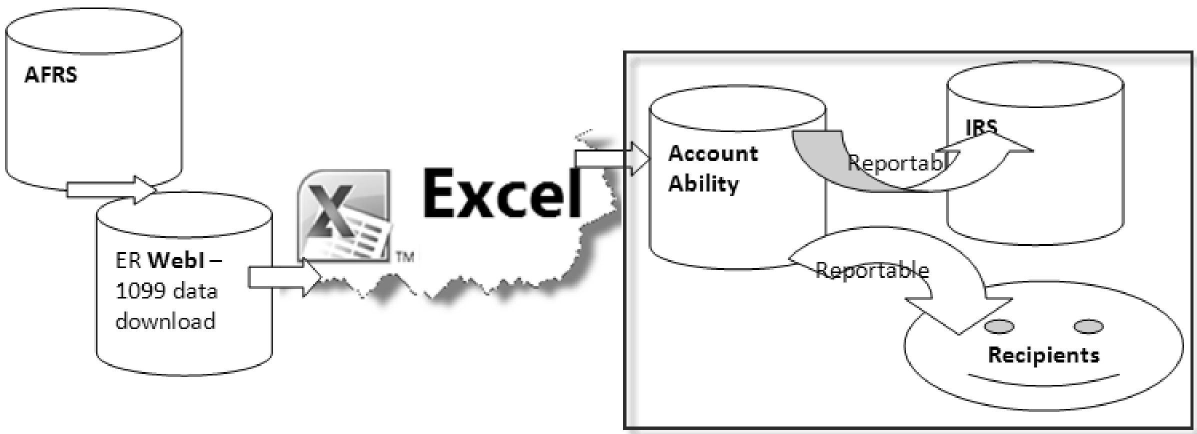
Washington State Department of Enterprise Services

Create 1099-MISC forms

Account Ability



		• Create a **mapping** of WebI and Account Ability 1099-MISC reportable amount • **Import** • Print Forms for selected recipient	

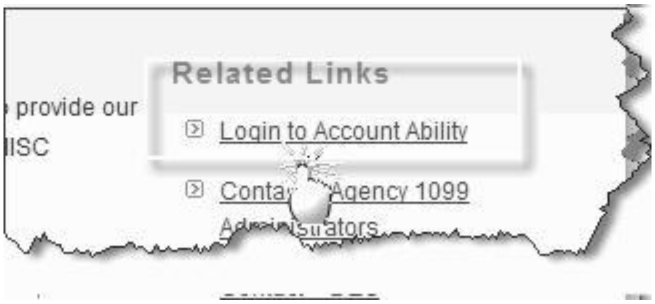
Special instructions:

- We find that the application function best with one user per client (agency) logged in Account Ability.
- "Multiple users per client" is available; however, client needs to coordinate usage. For example, if a user is importing, other user should not be editing the client profile.

(1) Open Account Ability

1. Web Site: http://www.des.wa.gov/1099-misc-reporting

- Under "Related Links" heading, *click* on "**Login to Account Ability**".



2. Welcome to **CITRIX**

1. **User name**: (this is your Citrix Logon)
2. **Password:** (this is your password to the Citrix server for Account Ability).

   If you've forgotten your Citrix logon password, please contact the Accounting Applications Service Desk, 360-407-8182 or **afrshelpdesk@ofm.wa.gov**.

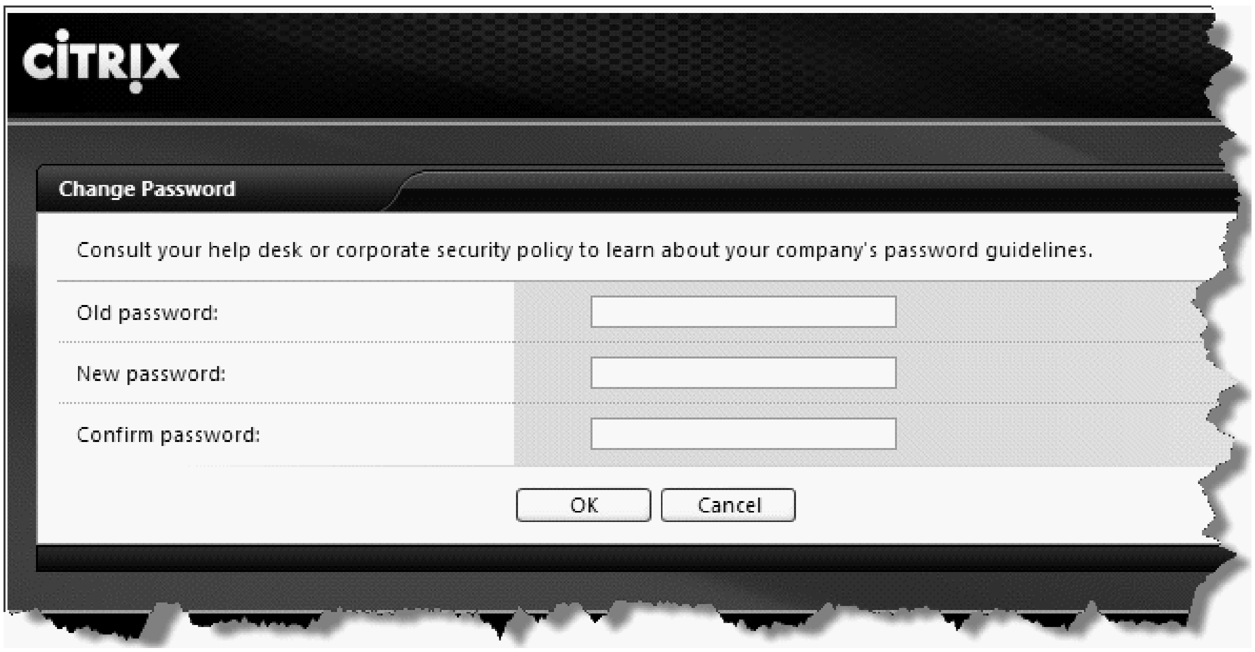
   Please provide Service Desk the following information:
   - Identify yourself as a user of **Citrix for Account Ability (1099-MISC Reporting) application.**
   - Your full name and agency you work for
   - Your assigned User Name (User ID)

3. **Log On:** *Click* on the **[Log On]** button

(1) Open Account Ability

Login to Citrix First Time

If you are login into Citrix for the first time, you will be prompted to change your temporary password.



If you have not logged into **Citrix** for Account Ability for the last 120 days, your password follows the aging policy and will need to be reset. Please contact the Accounting Applications Service Desk for assistance with resetting your password to Citrix for Account Ability.

Please provide Service Desk the following information:

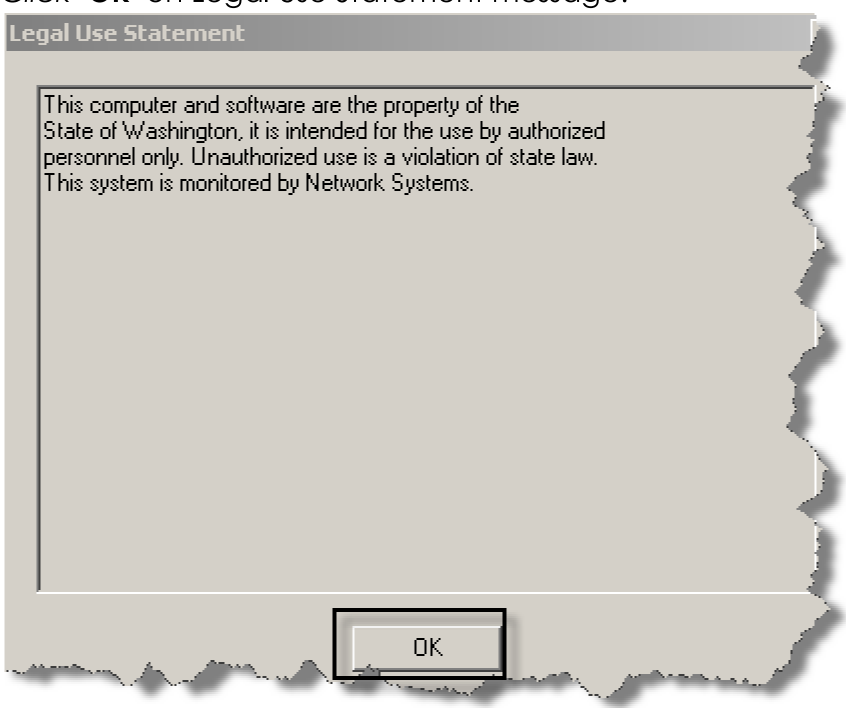
- Identify yourself as a user of **Citrix for Account Ability (1099-MISC Reporting) application.**
- Your full name and agency you work for
- Your assigned User Name (User ID)

(1) Open Account Ability

3. Account Ability Application

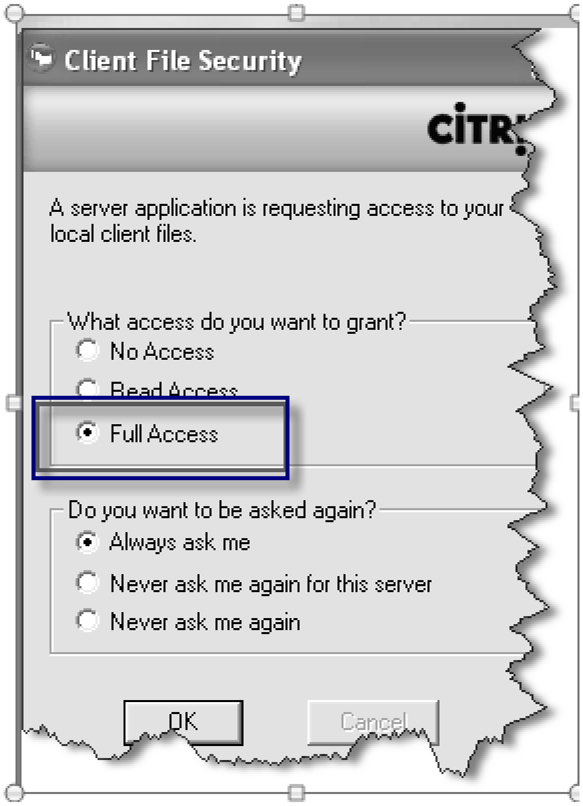
"Account Ability" selection – double click on the DES Application.

Click "**Ok**" on Legal Use Statement message.



(1) Open Account Ability

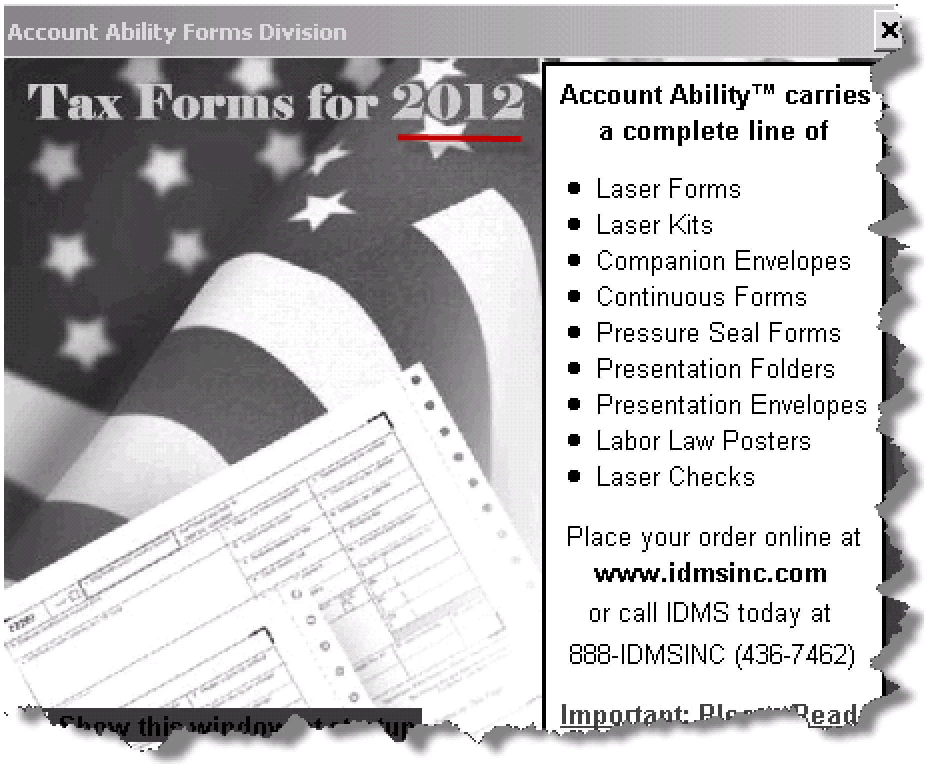
4. If prompted, *select* **"Full Access"** to Citrix Client File Security and then *click* **OK**.



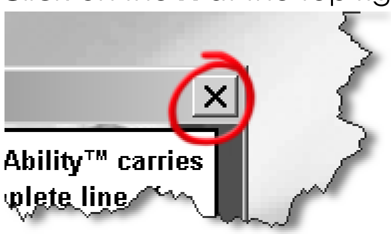
It is very important that "**Full Access**" is granted to your computer because the application needs the files residing on your desktop or agency's secure folders. The access rights will only be in affect during your active session.

5. Account Ability Forms Division

Note that **you are currently working in the 2012 version of Account Ability**.



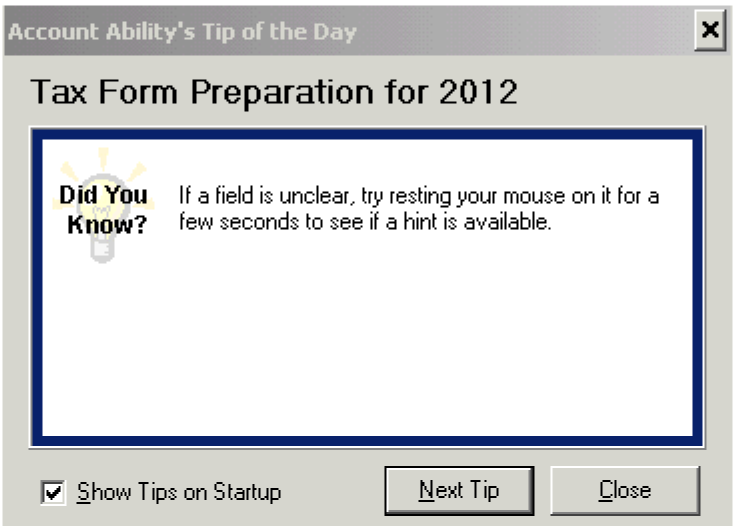
Click on the **X** at the top right corner of this message to close out of this message.



(1) Open Account Ability

6. Account Ability's Tip of the Day

This dialogue provides "Did you Know?" about Account Ability.



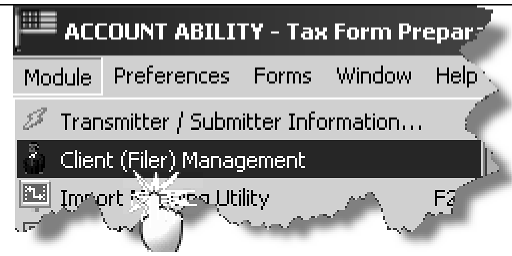
Click **[Close]** button to close out of the message.

(2) Create Import Mapping File [Module\Import Mapping Utility]

Mapping Source data (WebI) to Destination data (Account Ability)

Account Ability is capable of importing Information Returns such as the 1099-MISC. Before you could import data from the source file into the 1099-MISC form, you must map the data elements from the Source file to the data elements on 1099-MISC form. This can be done via the **Import Mapping Utility**.

a) *Open* **Client**

1. *Click* [**Module**] and [**Client (Filer) Management**]	 **Note:** You can also open up the Client (Filer) Management by clicking on the little man  at the top right corner of the Account Ability toolbar.
2. *Navigate* to your agency's **Client ID**	
3. *Highlight* **client ID** and *click* on [**Select]**	**Note:** You can also open up a Client ID by double-clicking it.

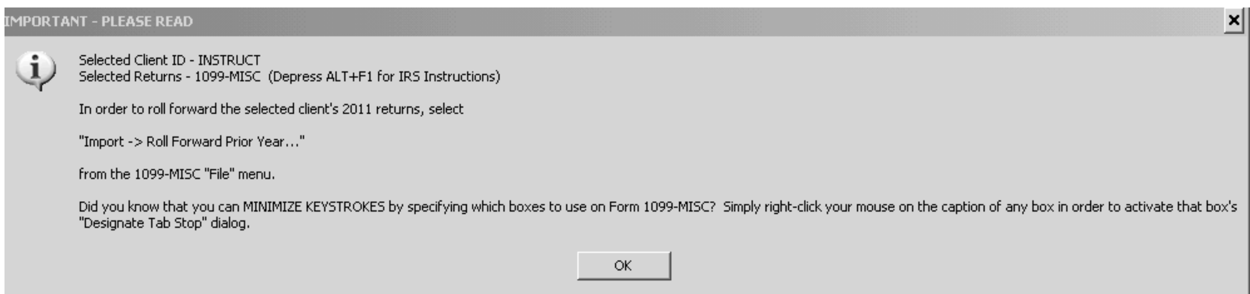
b) Once a Client ID is selected, the Active Forms dialogue opened. *select* "**1099-MISC**"

<u>In production</u>, you will be prompted with a **1099-MISC form password**. This password is unique to your agency.

(2) Create Import Mapping File [Module\Import Mapping Utility]

DES will e-mail you the agency's password to 1099-MISC form. Please keep this password safe.

You <u>may</u> be prompted with the following "Important – Please Read" message. Please *click* **OK.**

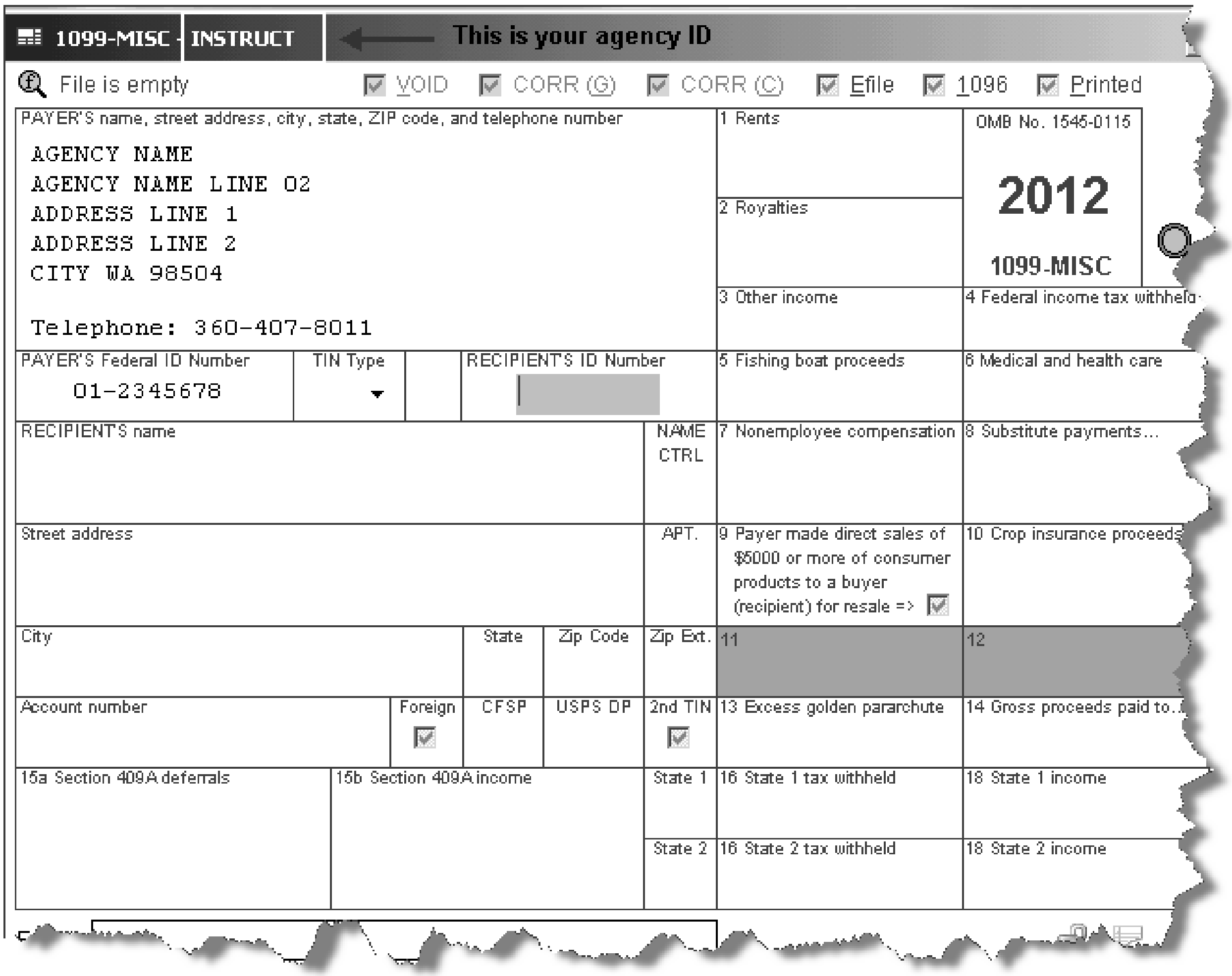


This message is important when you are working from one set of calendar reporting year to another.

Since 2012 is the first reporting year that we are using Account Ability, you will not have any 2011 data to roll forward to the 2012 reporting tax year.

(2) Create Import Mapping File [Module\Import Mapping Utility]

Form **1099-MISC** for your Client ID will come up as follow:


1099-MISC | INSTRUCT | This is your agency ID

File is empty | VOID | CORR (G) | CORR (C) | Efile | 1096 | Printed

PAYER'S name, street address, city, state, ZIP code, and telephone number
AGENCY NAME
AGENCY NAME LINE 02
ADDRESS LINE 1
ADDRESS LINE 2
CITY WA 98504

Telephone: 360-407-8011

1 Rents
2 Royalties
OMB No. 1545-0115
2012
1099-MISC
3 Other income
4 Federal income tax withheld
PAYER'S Federal ID Number 01-2345678
TIN Type
RECIPIENT'S ID Number
5 Fishing boat proceeds
6 Medical and health care
RECIPIENT'S name
NAME CTRL
7 Nonemployee compensation
8 Substitute payments...
Street address
APT.
9 Payer made direct sales of $5000 or more of consumer products to a buyer (recipient) for resale =>
10 Crop insurance proceeds
City | State | Zip Code | Zip Ext.
11
12
Account number | Foreign | CFSP | USPS DP | 2nd TIN
13 Excess golden parachute
14 Gross proceeds paid to...
15a Section 409A deferrals
15b Section 409A income
State 1 | 16 State 1 tax withheld | 18 State 1 income
State 2 | 16 State 2 tax withheld | 18 State 2 income

In production, you will only see recipient's forms for your agency (client). Security is control by client's 1099-MISC form password. Each agency has its own distinct password to the use of its 1099-MISC form.

If you've forgotten the 1099-MISC form password, please refer to your e-mail or contact the Accounting Applications Service Desk, 360-407-8182 or afrshelpdesk@ofm.wa.gov.

Please provide Service Desk the following information:

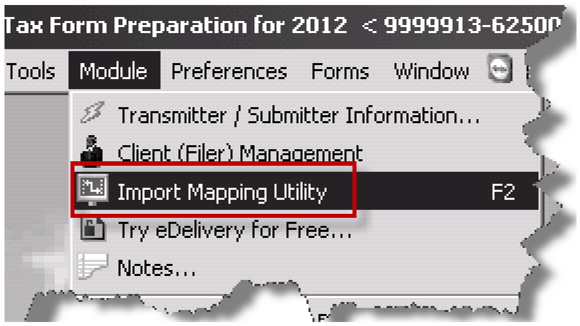
- Identify yourself as a user of **Citrix for Account Ability (1099-MISC Reporting) application.**
- Your full name and agency you work for

(2) Create Import Mapping File [Module\Import Mapping Utility]

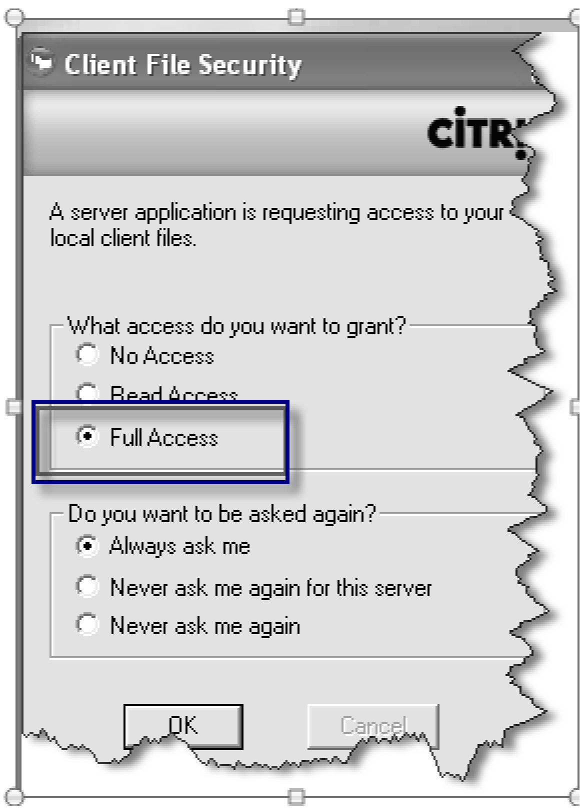
- Your assigned User Name (User ID)
- That you've forgotten your **1099-MISC form's password** for your agency.

(2) Create Import Mapping File [Module\Import Mapping Utility]

c) *Select* **Module\Import Mapping Utility**



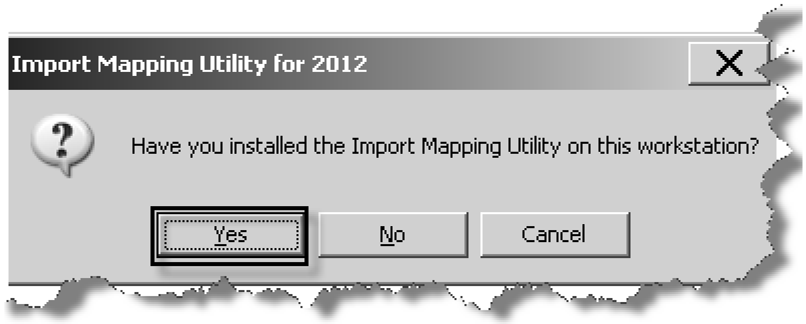
If prompted, select "**Full Access**" to Citrix Client File Security.



It is very important that "Full Access" is granted to your desktop because the application needs the files residing on your desktop or agency's secure folders.

(2) Create Import Mapping File [Module\Import Mapping Utility]

<u>You may be prompted</u> with the following question:



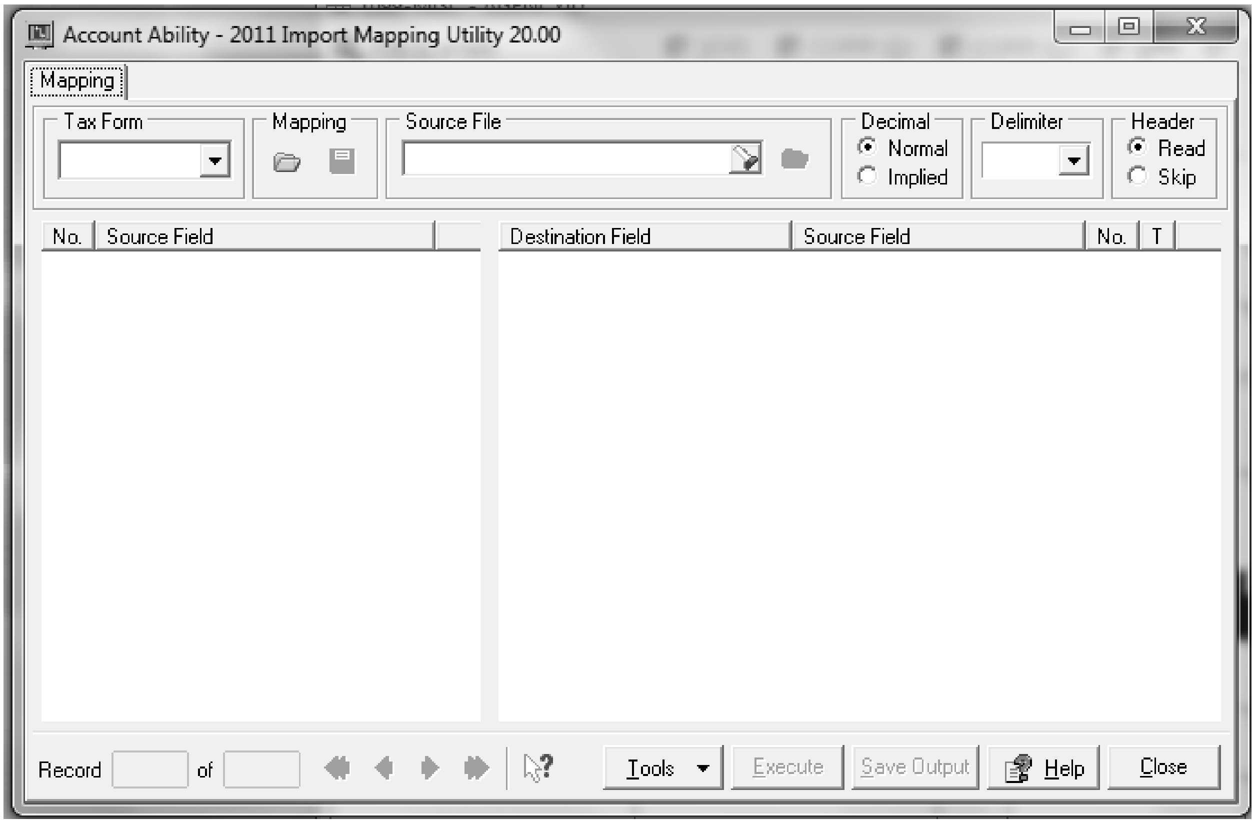
Please select "**Yes**" on "**Have you Installed Import Mapping Utility?**" dialogue.

You are using Account Ability on a Citrix server. The Import Mapping Utility has been installed on the Citrix server.

(2) Create Import Mapping File [Module\Import Mapping Utility]

d) Open your **source file**

Once you've selected Import Mapping Utility from the Module, you will be presented with the "**Account Ability – XXXX Import Mapping Utility 20.00**", module.



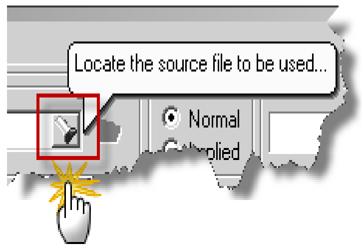
If you do not see this "**Account Ability - #### Import Mapping Utility**", *look in* your **computer tray** 

for the computer icon, this is your Import Mapping Utility.

(2) Create Import Mapping File [Module\Import Mapping Utility]

<table>
<tr>
<td>

1. *Locate* the **source file** to be used by *clicking* on the “Locate the source file to be used…” button



</td>
<td>

The default “**Look in**” may be a folder on Citrix server.

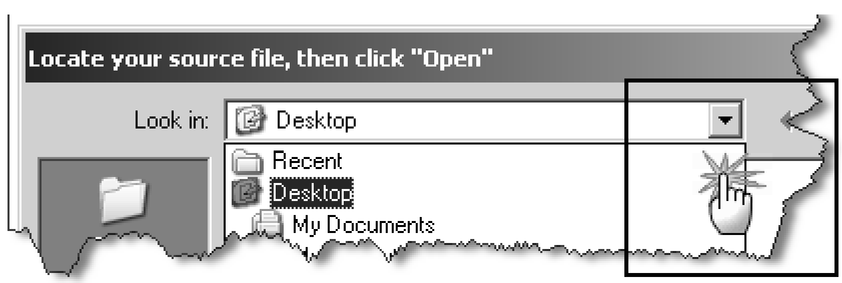
This is NOT where you want to look for the text file that you’ve exported from Enterprise Reporting Web Intelligence.

You will want to look for your file where you’ve saved it, which is your computer.

The name that represent the path to your computer is “**C$ on ‘Client’ (V)**”

</td>
</tr>
<tr>
<td colspan="2">

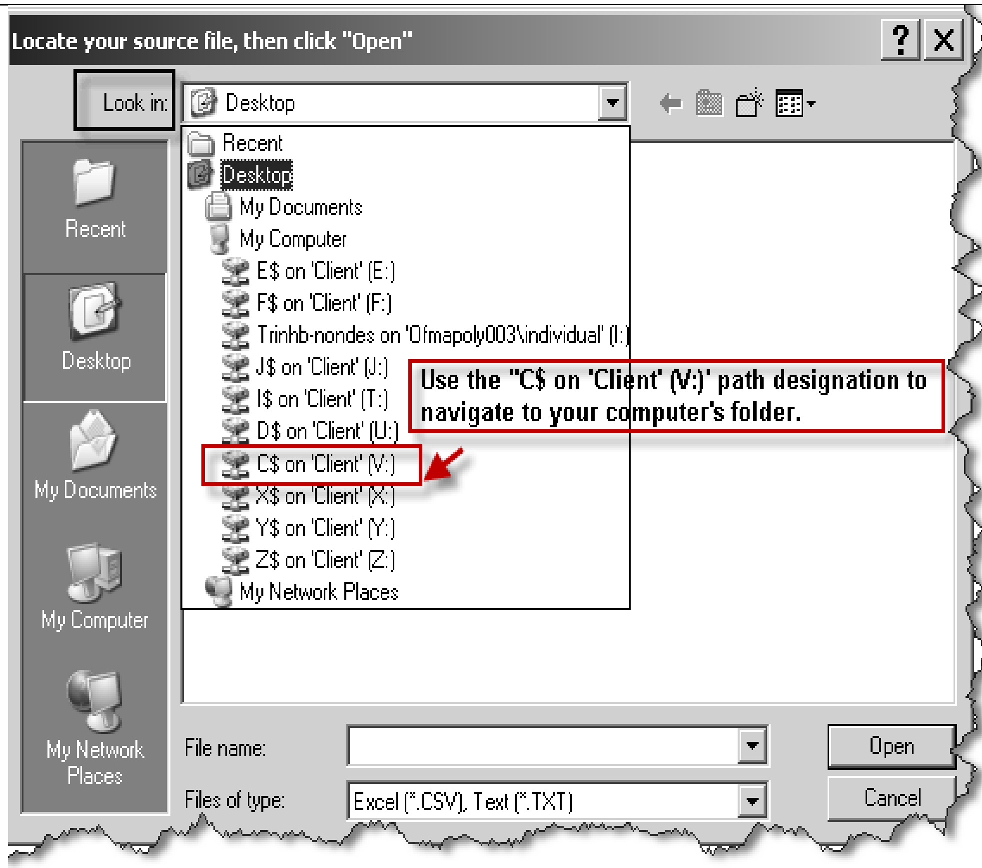
2. *Click* on the Drop down arrow to access a list of the “**Look In**” – then select the “**C$ on ‘Client’ (V :)**’ folder.



3. *Navigate* to the “**C$ on ‘Client’ (V :)**’ and *select* it to open the folder.

</td>
</tr>
</table>

(2) Create Import Mapping File [Module\Import Mapping Utility]



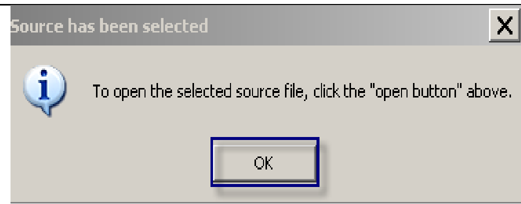
The "**C$ on 'Client' (V :)**' folder where your source file lives.

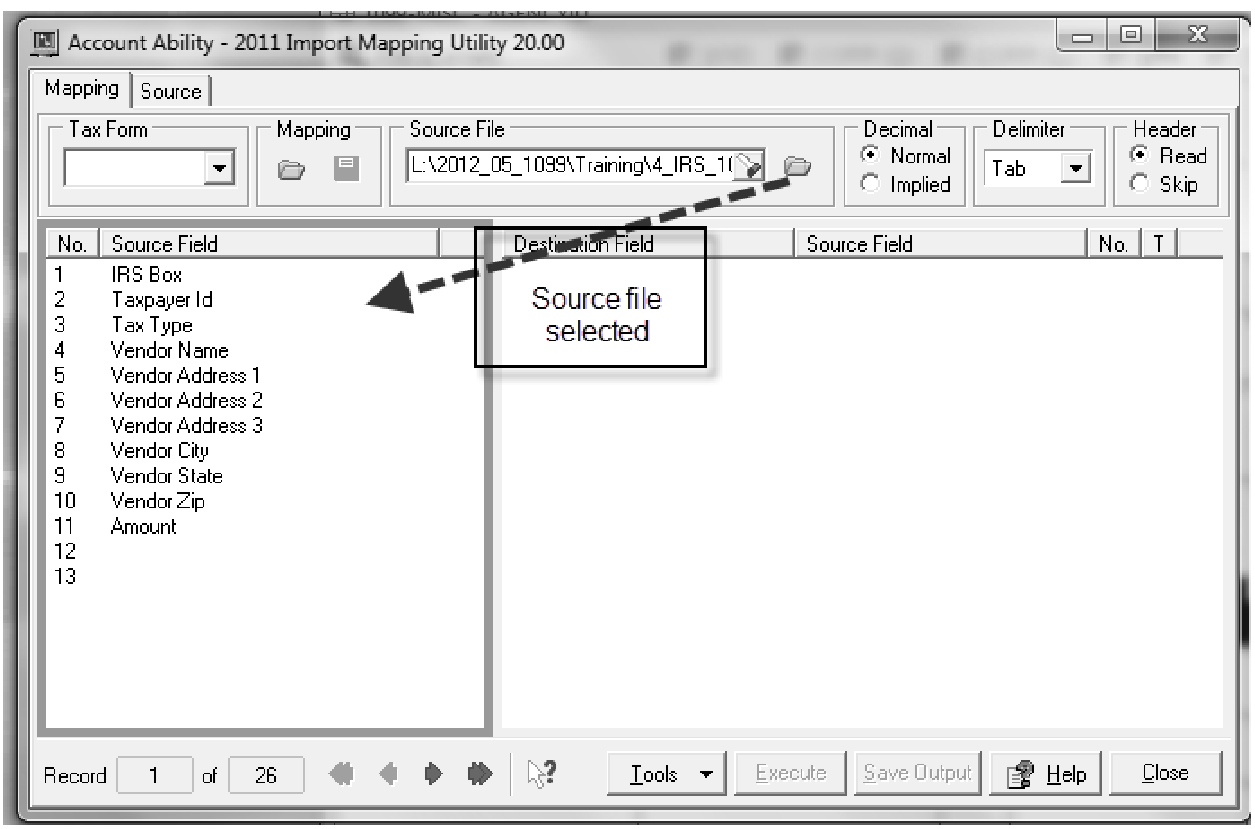
Remember: If you receive the "Client File Security" request access, you will want to grant it "**Full Access**".

4. From the "C$ on 'Client' (V :)' Look in path, *select* your **source file** and *click* **Open**	For the purpose of <u>training only</u>, your source file lives in the following folder: Location in training room: Users\trainbass\my document File Name: 0_IRS_1099_Training.txt When you are back in your office, you would still use the "**C$ on 'Client' (V :)**" as the bridge to your agency network/computer, but you will want to locate the folder path of where you've stored the text tab delimited file source file.

(2) Create Import Mapping File [Module\Import Mapping Utility]

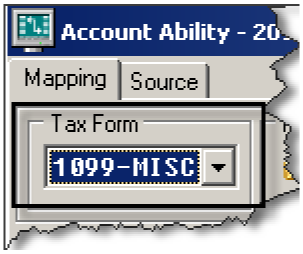
5. Once Source has been selected, *click* **OK** on the system's instructions to *click* The **Open button** to open the selected source file

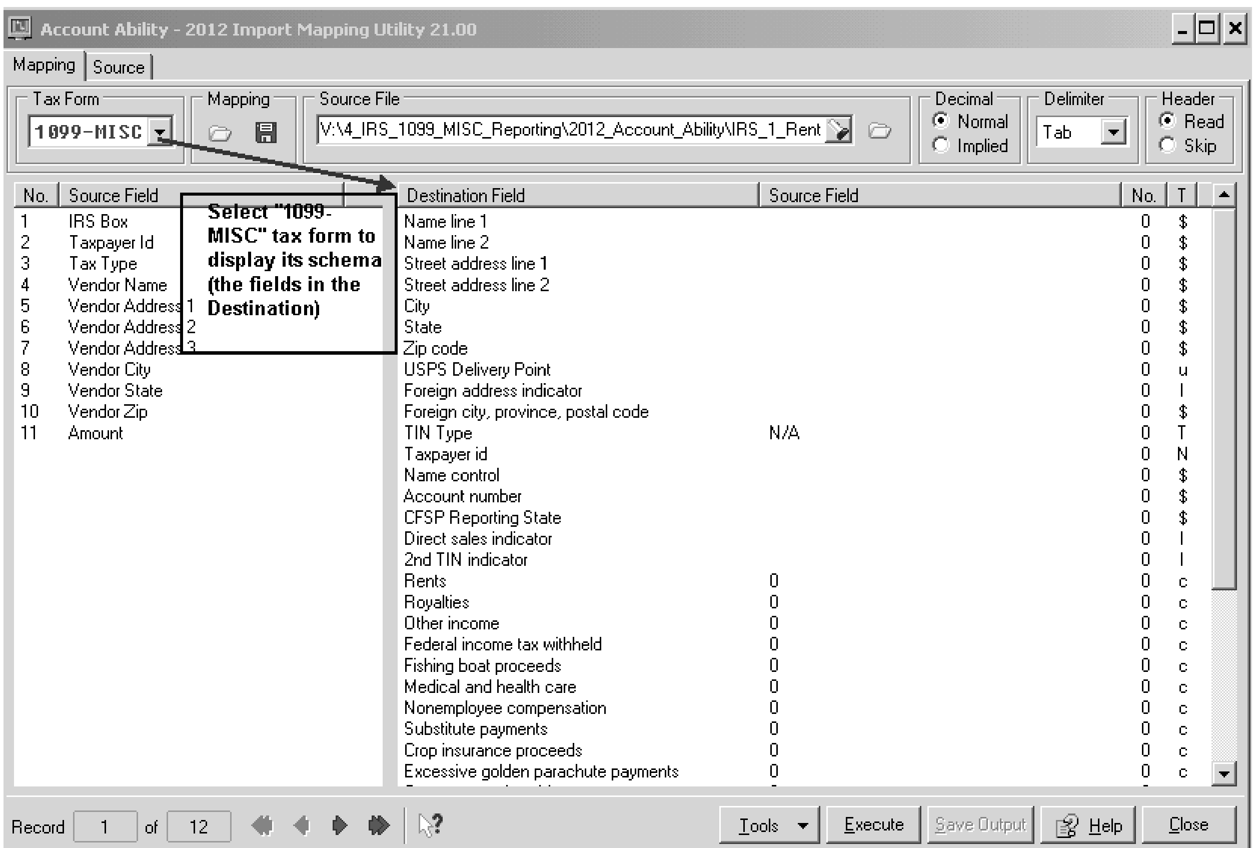




(2) Create Import Mapping File [Module\Import Mapping Utility]

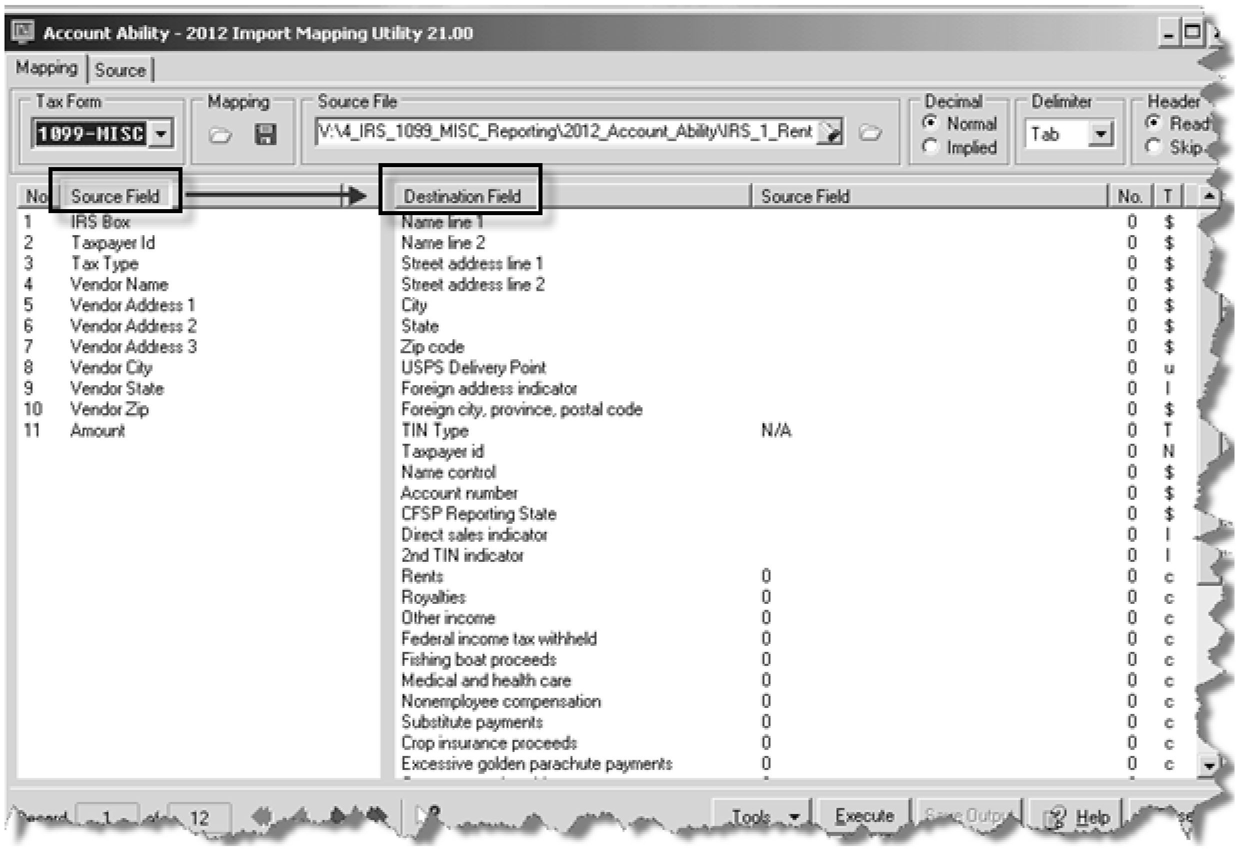
e) In the **Tax Form** field, *click* **on drop down list** and *select* **1099-MISC** schema. This is our destination

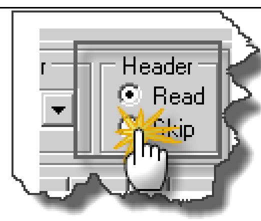
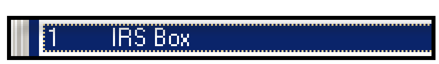




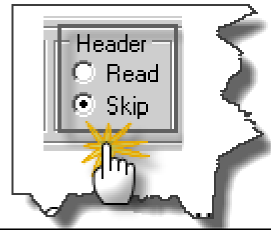
(2) Create Import Mapping File [Module\Import Mapping Utility]

f) ***Start mapping*** Source Field to Destination Field

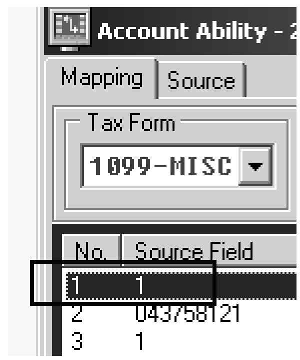


1. *Click* on "**Read**" radio button of the Header, if not already selected. The "Read Header" will give you the label for the fields in the source file.	
2. While in "Read" Header mode, *locate* the row number where "**IRS Box**" source field is positioned.	It is row 1 in this training file 

(2) Create Import Mapping File
[Module\Import Mapping Utility]

<table>
<tr><td>3. Click on “Skip” radio button of the Header.</td><td>
</td></tr>
<tr><td>4. While in “Skip” Header mode, <u>make a note</u> of the value in the “IRS Box” source field

(The IRS Box field is row 1 in this training example).</td><td>For example, if the IRS Box value is “1”, this tells you that the “Amount” in this Source file will be mapped to “Rents” Destination Field.

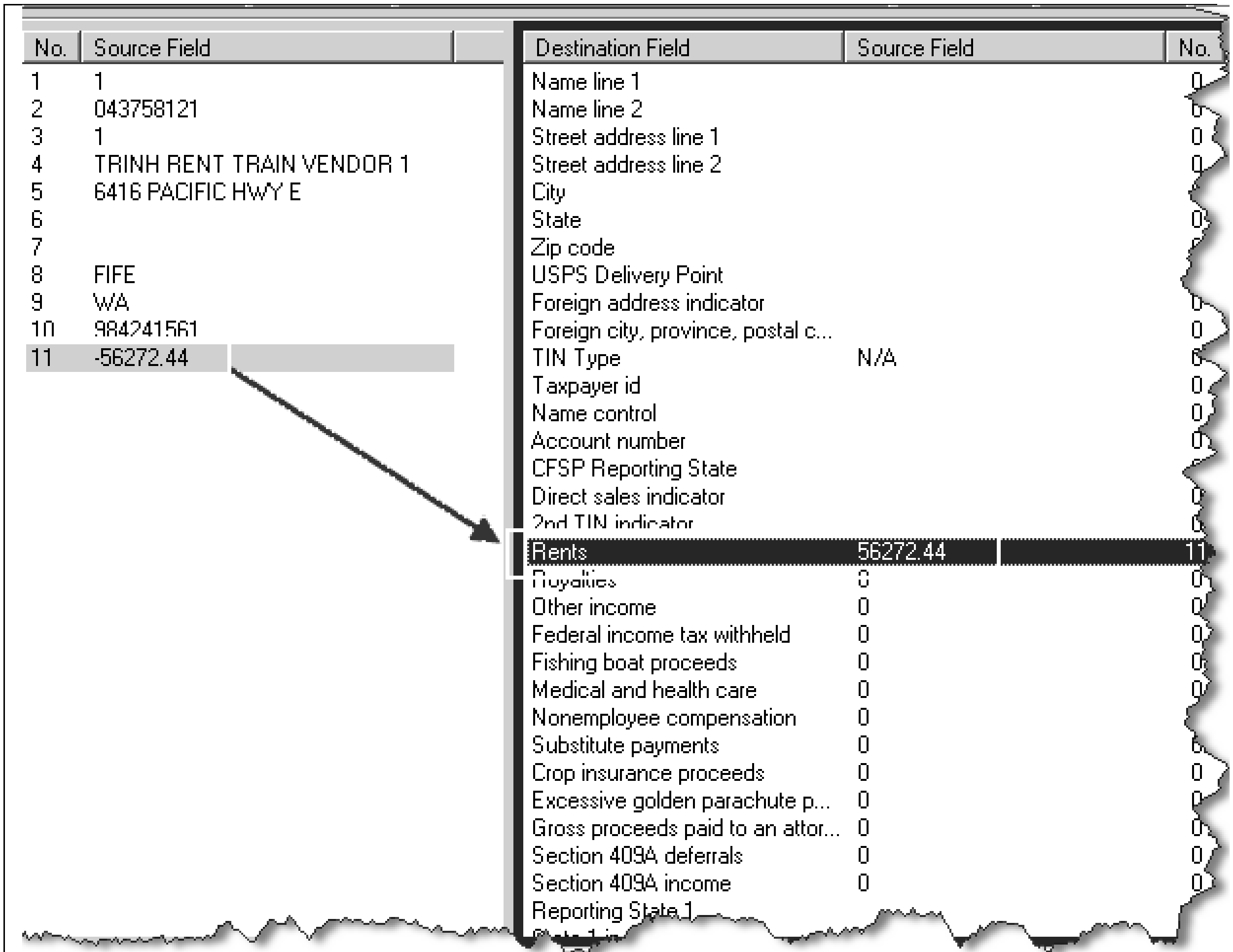


If the IRS box value is “3”, this tells you that the “Amount” in the particular Source file will be mapped to “Other Income” field on the 1099-MISC form (Destination).

Likewise, if the IRS box value is “7”, this tells you that the “Amount” in the particular Source file will be mapped to “Nonemployee Compensation” field on the 1099-MISC form (Destination).

Etc…</td></tr>
</table>

(2) Create Import Mapping File [Module\Import Mapping Utility]



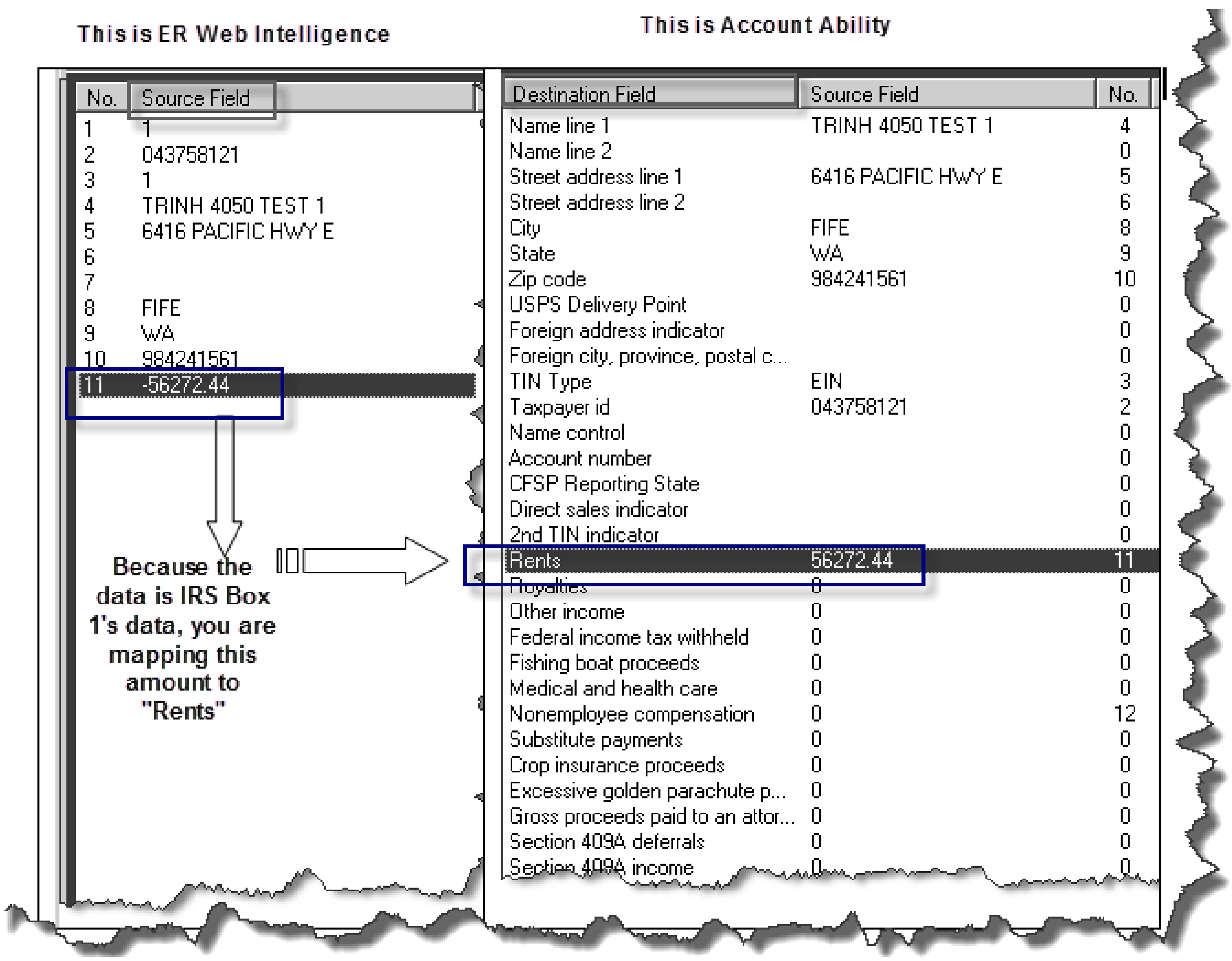
5. *Select* a **Source Field** and **map** to a destination field by

6. *Double click correlating* ***Destination Field***	(<u>Note</u>: You can also map by dragging a field from the source and drop it in the correlating field in the destination).

	<u>**WebI**</u>	<u>**Account Ability**</u> **1099-MISC_Schema**	**1099-MISC Form**
1)	**Taxpayer ID**	**Taxpayer ID**	RECIPIENT'S IDENTIFICATION Number
2)	**Tax Type**	**TIN Type**	• Value "1" means EIN type • Value "2" means SSN or ITIN type
3)	**Vendor Name**	**Name line 1**	RECIPIENT'S Name
4)	**Vendor Address 1** (On the Statewide	**Name line 2**	

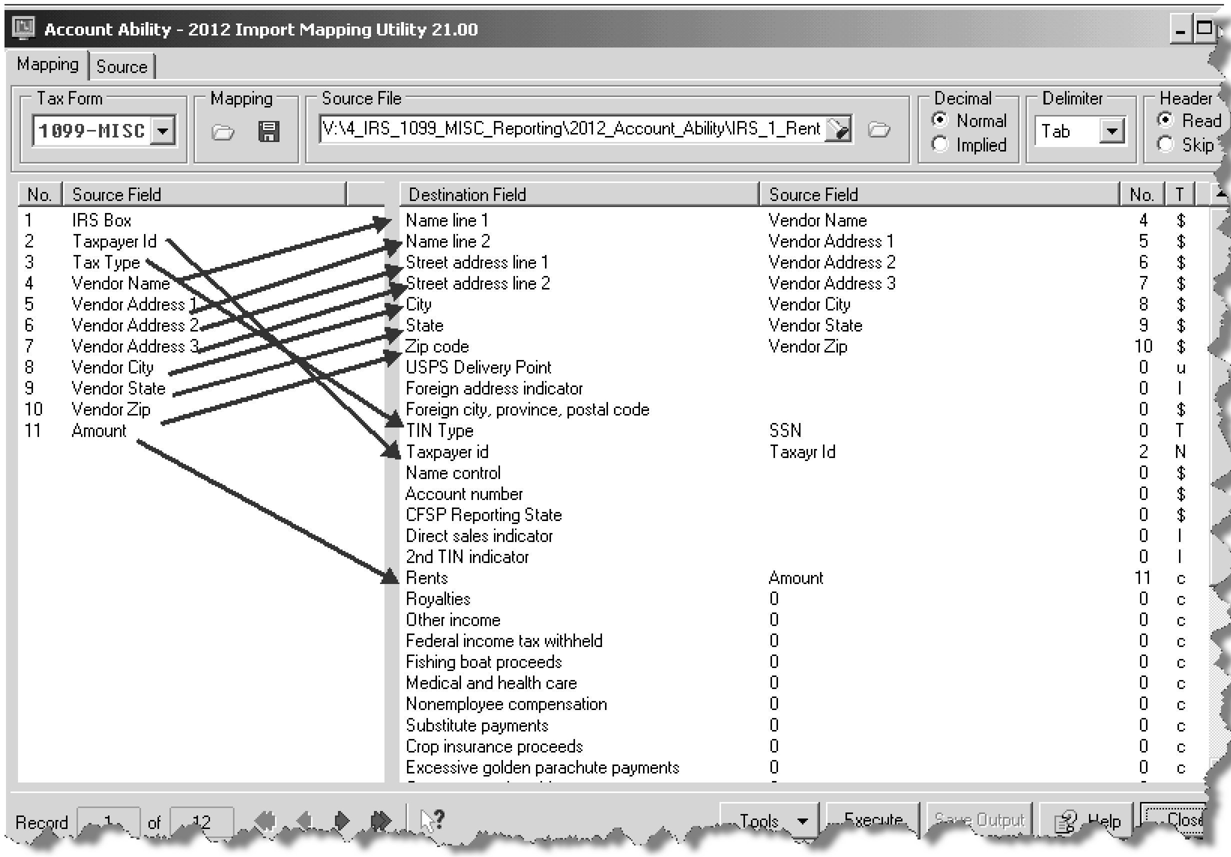
(2) Create Import Mapping File [Module\Import Mapping Utility]

	Vendor table, the address line 1 can be the DBA (doing business as) name		
5)	**Vendor Address 2**	**Street address line 1**	Street Address (including apt. no.)
6)	**Vendor Address 3**	**Street address line 2**	
7)	**Vendor City**	**City**	City
8)	**Vendor State**	**State**	State
9)	**Vendor Zip**	**Zip code**	ZIP code
10)	**Amount**	**Rents (for example)**	1 Rents

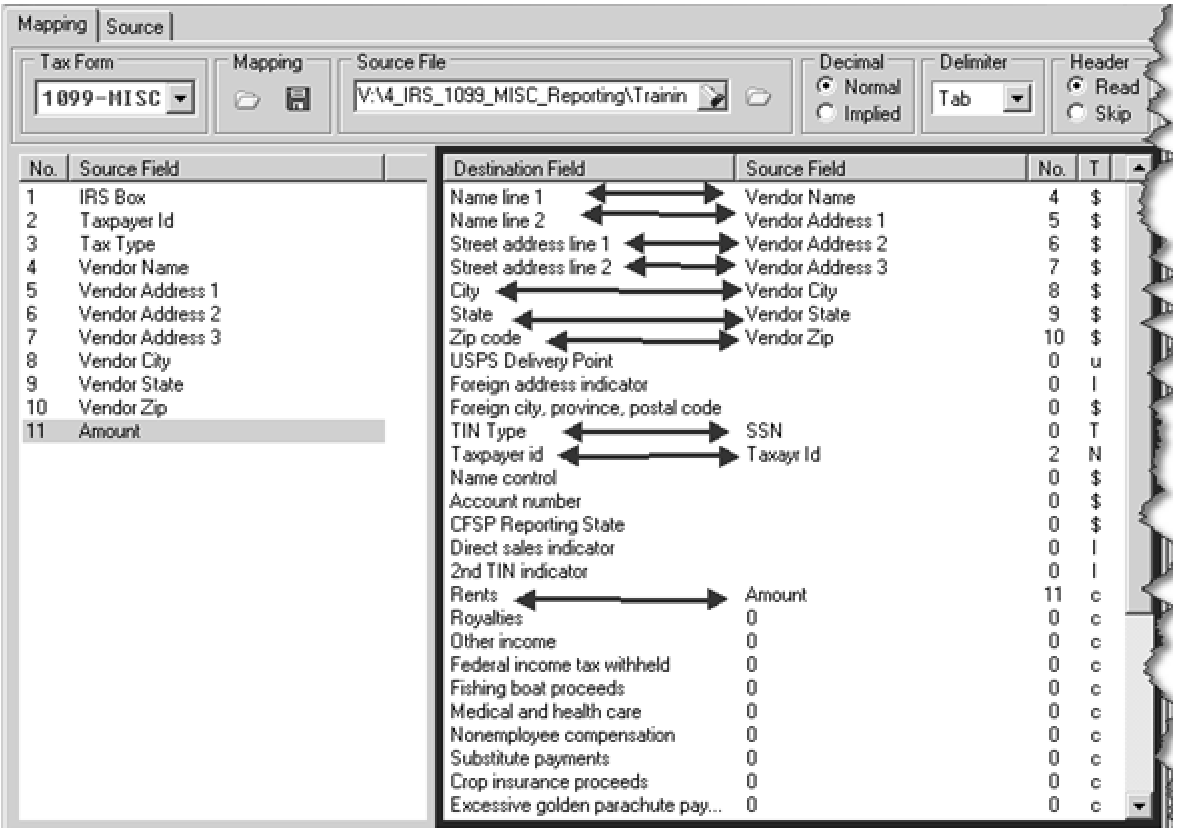


(2) Create Import Mapping File [Module\Import Mapping Utility]

You know that you have mapped all fields (except for the IRS Box) from the Source Field section to the Destination Field because in the Destination section if will see data in Destination Field and Source Field columns:



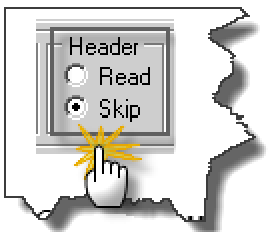
(2) Create Import Mapping File [Module\Import Mapping Utility]



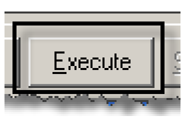
(2) Create Import Mapping File [Module\Import Mapping Utility]

g) Header Skip

Once you've mapped all source fields to Destination fields, *Click* on "**Skip**" radio button of the Header <u>before</u> you click **Execute**



h) *Click* **Execute** (button is locate at the bottom of the Account Ability Import Mapping Utility) to create your Import Mapping File

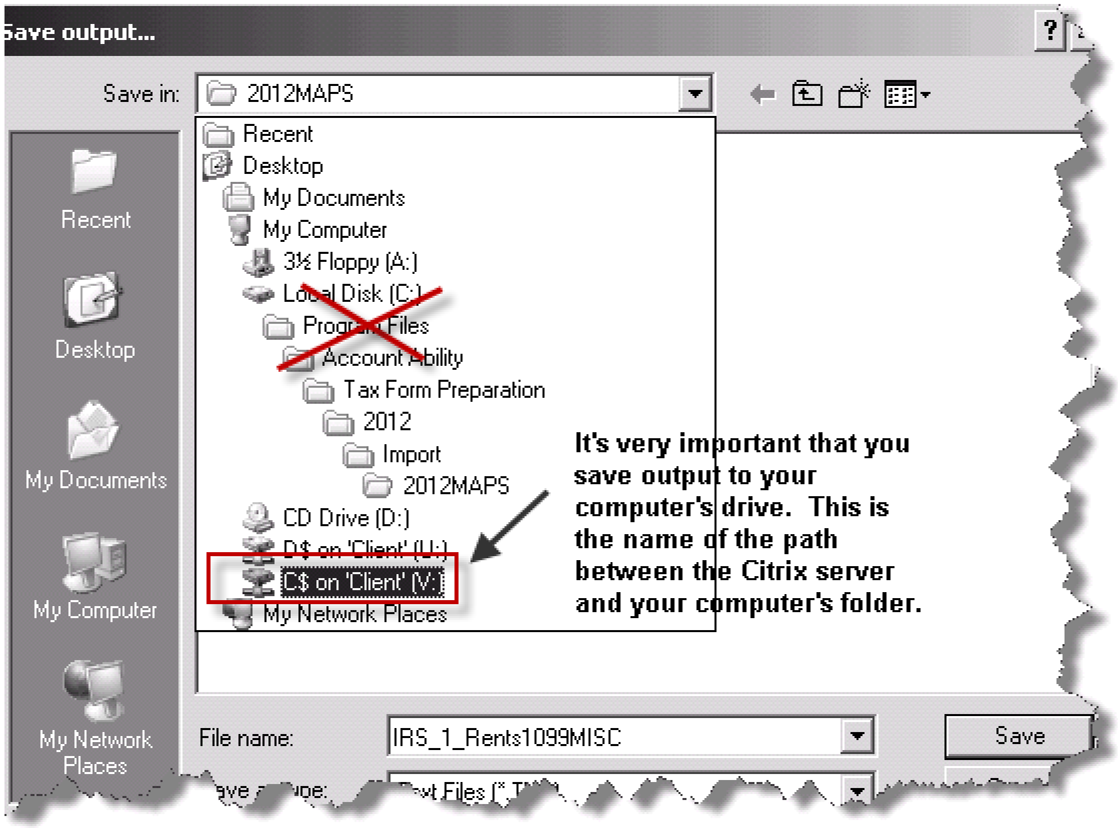


i) **Save** Import Mapping File in your '**Client $ on (V:)**' folder.

Always make a note of the
Location: Where you've saved your file
Name: What you called your file

Note the "1099MISC" that Account Ability has added to the name of the mapped file.

(2) Create Import Mapping File [Module\Import Mapping Utility]



Note that Account Ability will attach "1099MISC" to the end of the file to indicate that data source was mapped to form 1099-MISC.

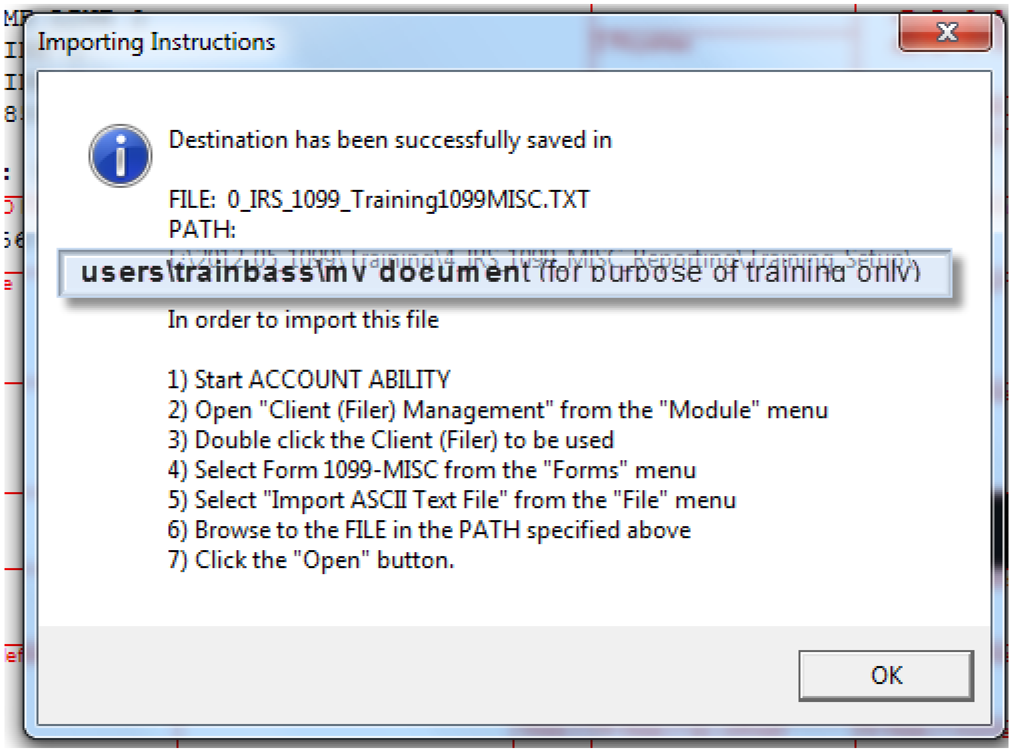
j) *Write down* the folder within your **C$ on 'Client' (V :)** of where you've saved your mapped data file.

For the purpose of <u>training only</u>, your mapped file (....1099MISC) should be saved in the following folder:

Location: Users\trainbass\my document
File Name: 0_IRS_1099_Training

k) **Note** Importing Instructions

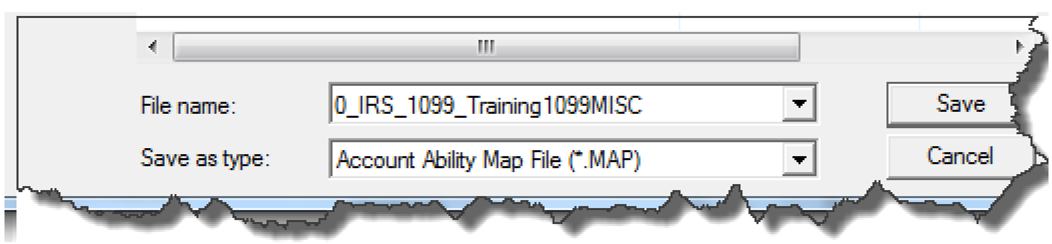
(2) Create Import Mapping File [Module\Import Mapping Utility]



l) *Click* **OK** to Importing Instructions

m) *Click* **Close** to close the mapping utility

n) *Select* "**Yes**" to save question "**Do you want to save the current mapping**?"



You can save this mapping (*.MAP) for IRS type 1 for future use in your '**Client $ on (V :)**' folder.

(3) Running the IMPORT [File\Import]

Before we start the import, let's review the data in the source file, used for this training. The data file we're using for training purposes is "**0_IRS_1099_Training.xls**".

This source file contains **25 rows**, including a column header row, with a total of $8,000,000 in miscellaneous payments.

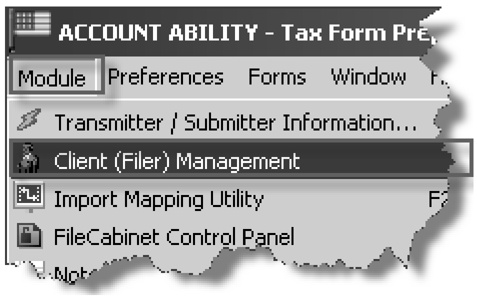
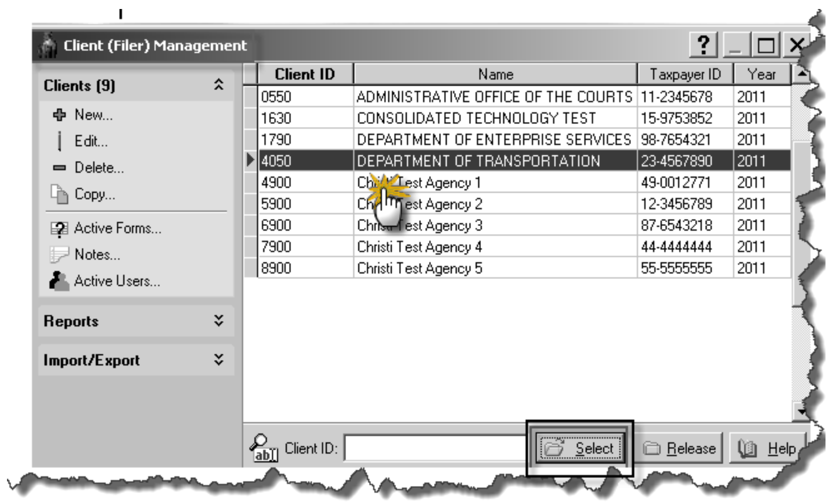
	A	B	C	D	E	F	G	H	I	J	K
1	IRS Box	Taxpayer Id	Tax Type	Vendor Name	Vendor Address 1	Vendor Address 2	Vendor Address 3	Vendor City	Vendor State	Vendor Zip	Amount
2	1	043758121	1	TRINH RENT TRAIN VENDOR 1	6416 PACIFIC HWY E			FIFE	WA	984241561	-56272
3	1	043758121	1	TRINH RENT TRAIN VENDOR 1	820 A ST STE 300			TACOMA	WA	984025221	-18757
4	1	043758121	1	TRINH RENT TRAIN VENDOR 1	820 A ST STE 300			TACOMA	WA	984025221	-3751
5	1	203748058	1	TRINH RENT TRAIN VENDOR 2	DBA MARTIN SELIG REAL ESTATE	C/O NORTHERN TRUST BANK FSB	1414 4TH AVE	SEATTLE	WA	981012202	-543713
6	1	270080977	1	TRINH RENT TRAIN VENDOR 3	1612 S MILDRED ST STE B			TACOMA	WA	984060512	-18683
7	1	388347105	2	TRINH RENT TRAIN VENDOR 4	17554 N LONESOME DOVE TRAIL			SURPRISE	AZ	85374	
8	1	452697705	1	TRINH RENT TRAIN VENDOR 5	7711 MARTIN WAY E			OLYMPIA	WA	985165622	-348626
9	1	535241495	2	TRINH RENT TRAIN VENDOR 6	433 HWY 12 E			POMEROY	WA	993479688	-6787
10	1	535504932	2	TRINH RENT TRAIN VENDOR 7	3737 WIGGINS RD SE			OLYMPIA	WA	985014365	-1050
11	1	536503314	2	TRINH RENT TRAIN VENDOR 8	DBA THIERMAN WHSE C/O SDS REALTY	108 N WASHINGTON ST STE 500		SPOKANE	WA	99201	-500
12	1	536767386	2	TRINH RENT TRAIN VENDOR 9	823 TOWNSEND SACKMAN RD			COLVILLE	WA	991149731	-50
13	1	537088884	2	TRINH RENT TRAIN VENDOR 10	GABELEIN BROTHERS SEPTIC	2038 E ASHER LN		FREELAND	WA	982499598	-9
14	1	538662298	2	TRINH RENT TRAIN VENDOR 11	30949 HIGHWAY 20 E			REPUBLIC	WA	991668738	-5
15	1	551406823	2	TRINH RENT TRAIN VENDOR 12	DAVIS, DEBRA K	PO BOX 169		LAUIER	WA	991460169	-2
16	1	731495293	1	TRINH RENT TRAIN VENDOR 13	DBA C&D PROPANE	2925 BLACK LAKE BLVD SW		TUMWATER	WA	985126196	-
17	1	731495293	1	TRINH RENT TRAIN VENDOR 13	DBA NORTHERN ENERGY	PO BOX AE		MOSES LAK	WA	98837	-4
18	1	760765519	1	TRINH RENT TRAIN VENDOR 14	PO BOX 430			ARLINGTON	WA	98223	-100300
19	1	760765519	1	TRINH RENT TRAIN VENDOR 14	PO BOX 430			ARLINGTON	WA	982230430	-30090
20	1	900099035	1	TRINH RENT TRAIN VENDOR 15	8440 135TH AVE SE			NEWCASTL	WA	980593314	-87446
21	1	911279940	1	TRINH RENT TRAIN VENDOR 16	P O BOX 430			ARLINGTON	WA	982230430	-575922.2
22	1	911434116	1	TRINH RENT TRAIN VENDOR 17	7919 N DIVISION			SPOKANE	WA	99208	-1141
23	1	911940981	1	TRINH RENT TRAIN VENDOR 18	600 UNIVERSITY ST STE 1925			SEATTLE	WA	981011176	-41916
24	1	912024948	1	TRINH RENT TRAIN VENDOR 19	35940 US HWY 12			NACHES	WA	989379537	-70
25	1	912094989	1	TRINH RENT TRAIN VENDOR 20	4500 4TH AVE S			SEATTLE	WA	98134	-47584

Recipient, **TRINH TRAINING VENDOR 1**, shows up in 3 rows as follow:
Row 1 = $56,272.44
Row 2 = 18,757.48
Row 3 = 37,514.96
------- ----------------
Total for TRINH TRAINING VENDOR 1 is $112,545

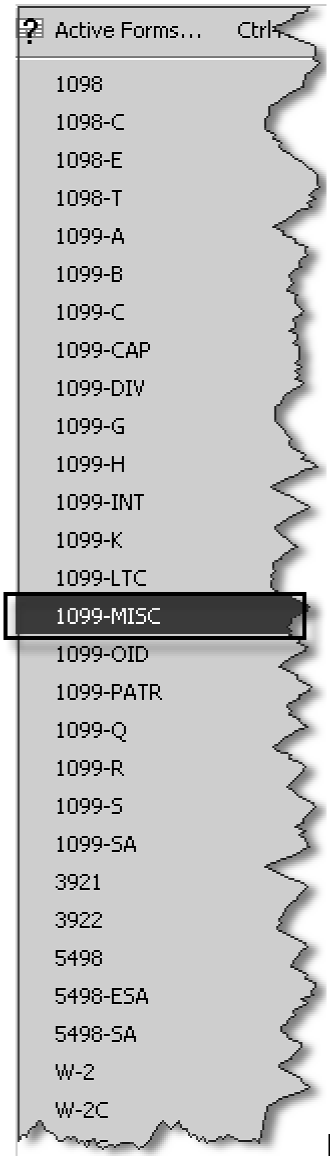
Vendor 13 shows up in 2 rows.
Vendor 14 shows up in 2 rows
In essence, this source file has 20 distinct vendors (recipients) and 1 column header = **21 forms** will be created if we use the "Rollup (Append" function.

If we use the "Append" function, 25 1099-MISC forms would be created.

(3) Running the IMPORT [File\Import]

a) *Open* **Client (Filer) Management**	*Click* **Module → Client (Filer) Management**  *Highlight* your **client** (your agency) and *click* **[Select]** 
b) *Open* **Active Forms**	*Select* **1099-MISC** <u>Note:</u> When Account Ability is production ready, DES will provide you with a password to your agency's 1099-MISC form. Each agency will have its own distinct password to use the 1099-MISC form.

(3) Running the IMPORT [File\Import]

	 *Enter* Client's 1099-MISC form **password** (the password is not necessary in DEV/TRAINING environment)
c) **Import ASCII TextFile**	*Open* **File → Import -→ ASCII TextFile**

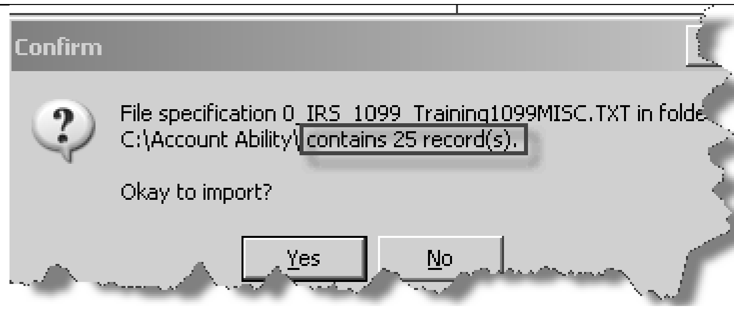
(3) Running the IMPORT [File\Import]

Navigate to your **1099MISC** mapped file
Highlight your mapped file and *click* [**Open**]

For <u>training purposes</u> only
Location: users\trainbass\my document
File: 0_IRS_1099_Training**1099MISC**

Click "**Yes**" to confirm **Okay to import**

(3) Running the IMPORT [File\Import]

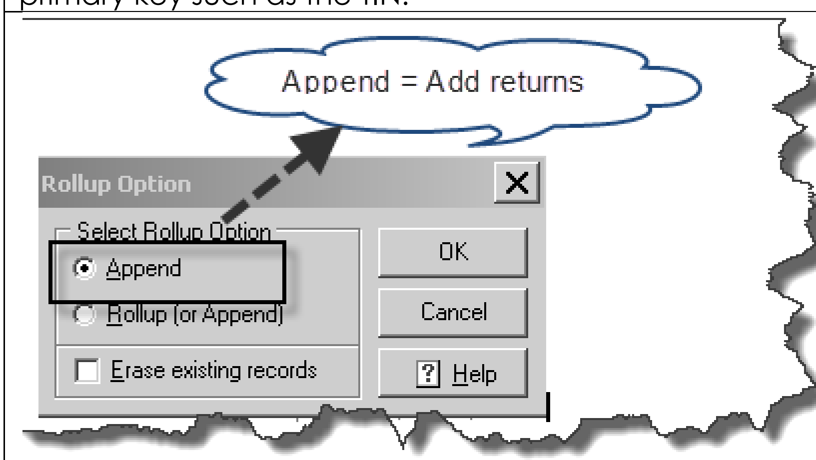
(4) Running the IMPORT - Append

The Rollup Option Dialog

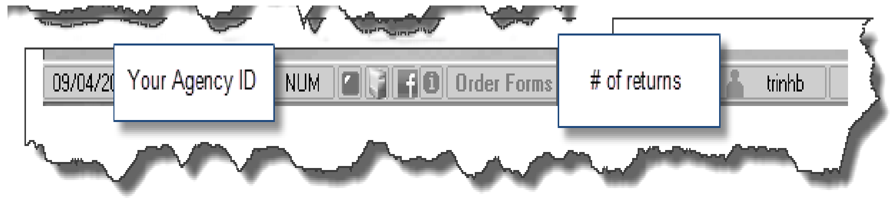
If you have several distinct text files which, when combined, result in a single return for each recipient, you will find the *Rollup* option quite beneficial. As long as each record of each file contains a primary key field, such as a taxpayer identification number (TIN), Account Ability can *roll up* these files over multiple import sessions.

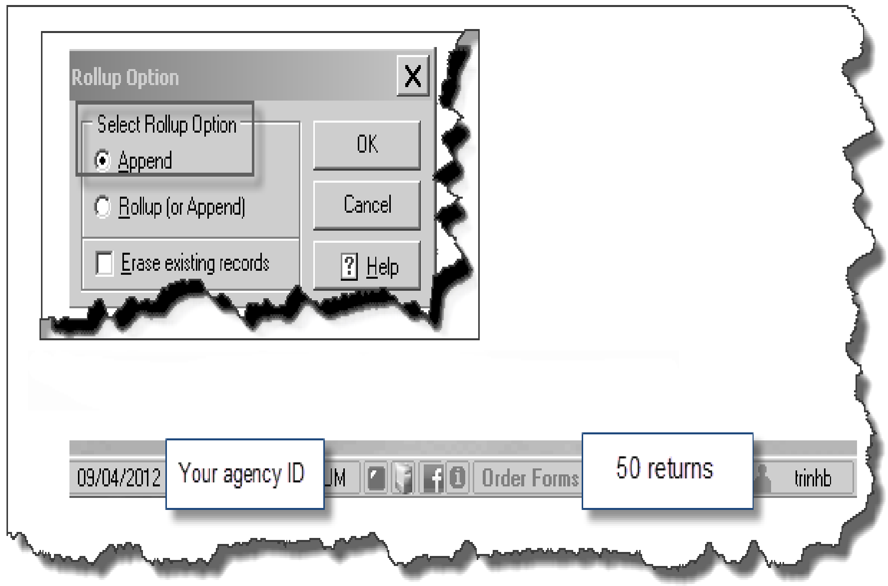
The **Rollup Option** dialog contains three options

- **Append:** Each record of your source file is appended to the end of file regardless of the existence of another return with the same primary key (ie, TIN).
- **Rollup (or Append):** The primary key field (ie TIN) of each record is compared with those already on file. If a match occurs, the existing record's currency information is accumulated (*rolled up*). Otherwise, the record is appended to the end of file.
- **Erase existing records:** If checked, existing records are first erased ensuring that the current import session begins with an empty table.

Rollup Option: **d) Append**	The "Append" function creates a 1099-MISC form for each row that exist in the source file. The "Append" function does not discern that a recipient's form already exist in Account Ability. Each record of your source file is appended to the end of file regardless of the existence of another return with the same primary key such as the TIN.
	 Based on the information on the source file used for training, Account Ability will create 25 forms and **TRINH TRAINING VENDOR 1** will have 3 forms Form 1 **$56,272.44** Form 2 **$18,757.48**

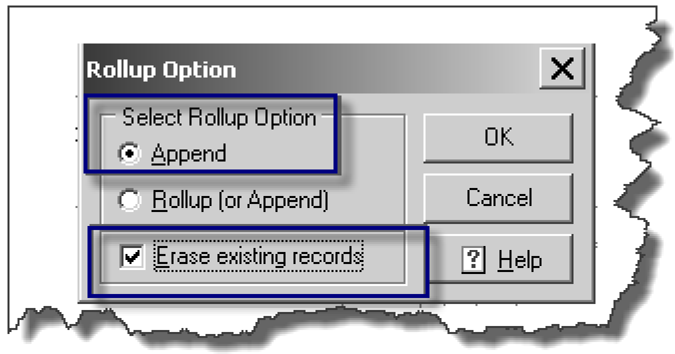
(4) Running the IMPORT - Append

	Form 1 **$37,514.96** 

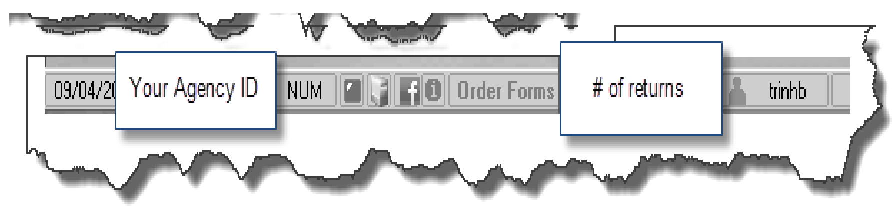
e) Append again	 Based on the information on the source file used for training, Account Ability will create **50 forms** and **TRINH TRAINING VENDOR 1** will have 6 forms Form 1 **$56,272.44** Form 4 **$56,272.44** Form 2 **$18,757.48** Form 5 **$18,757.48** Form 3 **$37,514.96** Form 6 **$37,514.96**

(4) Running the IMPORT - Append

f) **Append and Erase** existing records



Based on the information on the source file used for training, Account Ability will create 25 forms and **TRINH TRAINING VENDOR 1** will have 3 forms
Form 1 **$56,272.44**
Form 2 **$18,757.48**
Form 1 **$37,514.96**



(5) Running the IMPORT - Tools/Kill This File

Let's assume that you want to start over from the beginning.

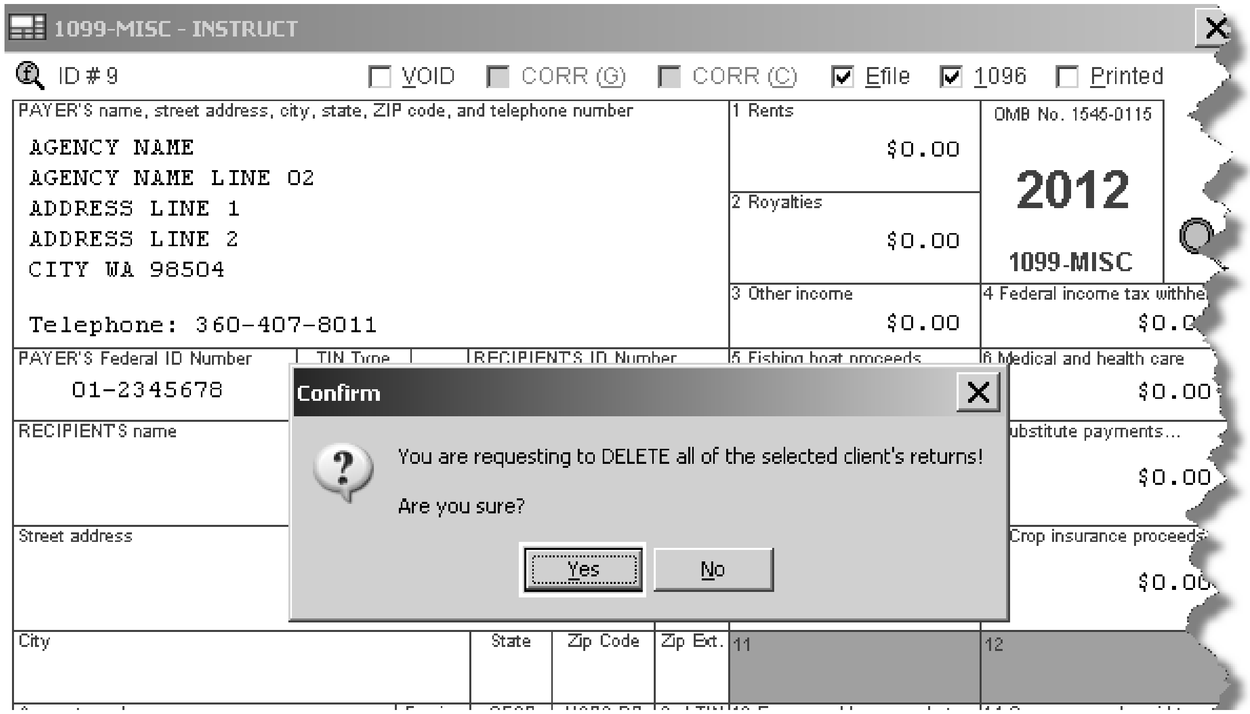
You can do this using the feature, "**Kill This File**".

Activating this feature will clean out your agency (Client)'s reporting year of all 1099-MISC forms previously created via the Import Utility.

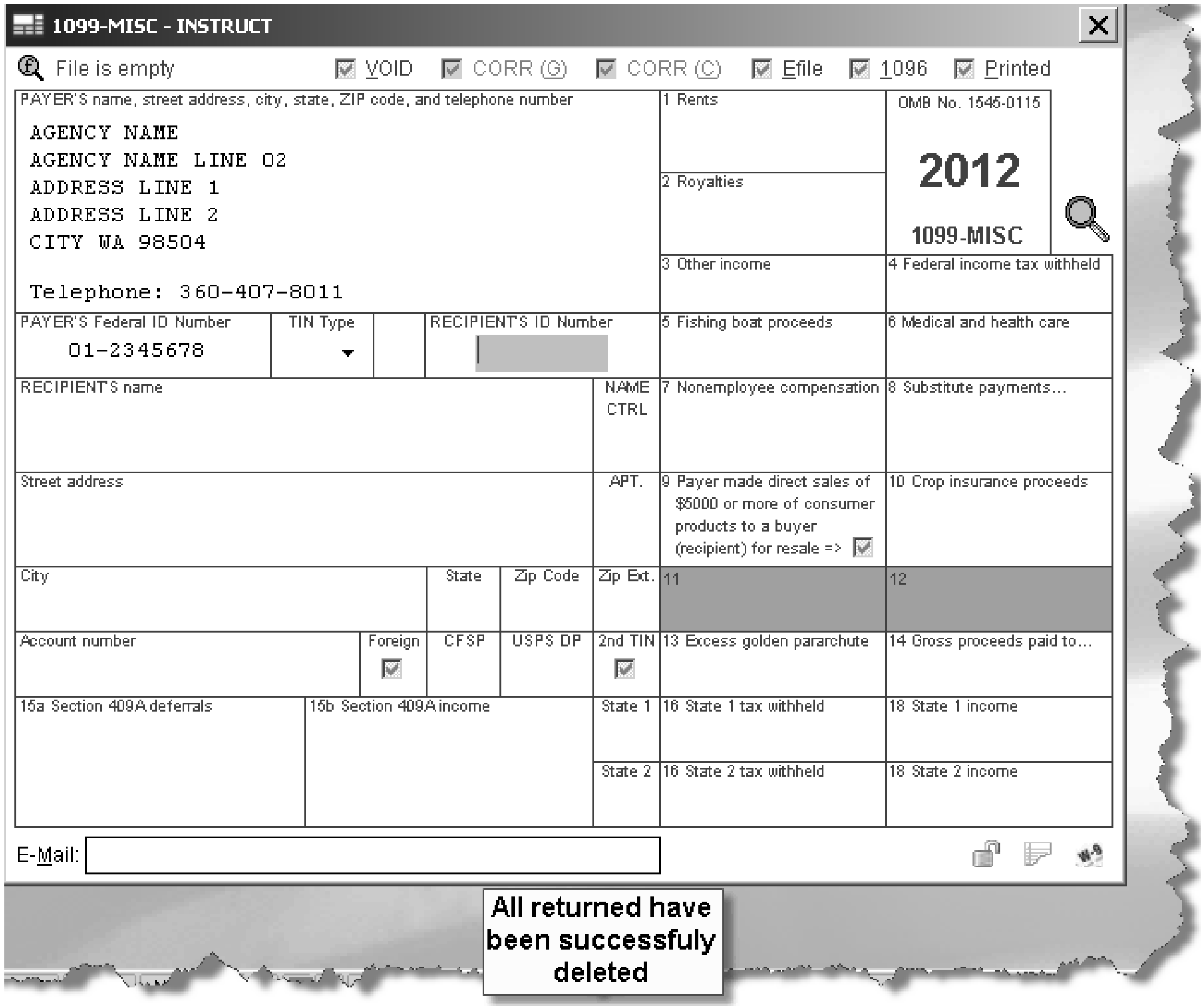
It is very important to preserve your source files.

Let's clean out your agency (Client)'s reporting year of all 1099-MISC forms: *Click* **Tools** and **Kill This File**.

(5) Running the IMPORT - Tools/Kill This File



(5) Running the IMPORT - Tools/Kill This File



(6) Running the IMPORT - Rollup (or Append)

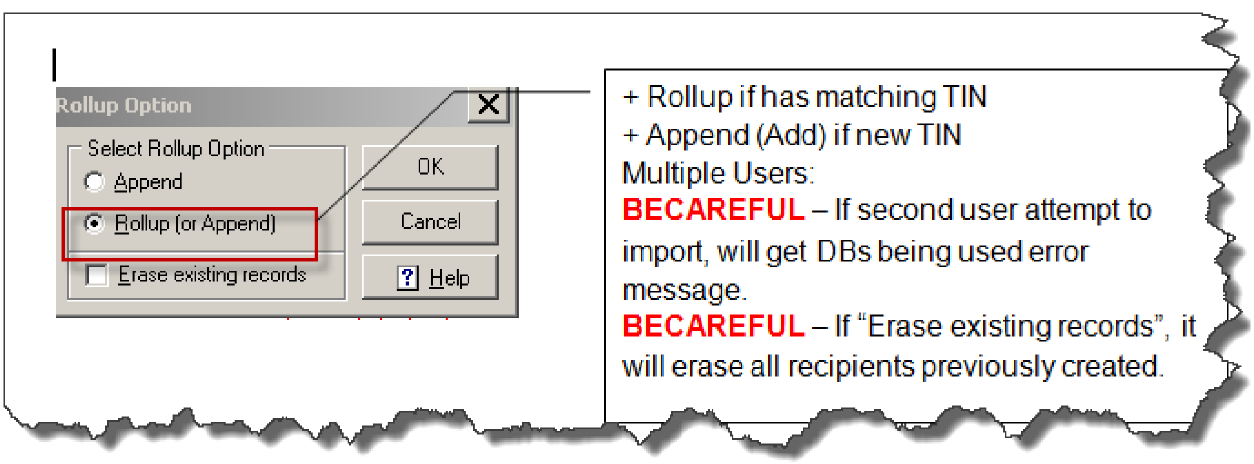
g) Rollup (or Append)	The "Rollup (or Append)" feature allows multiple import session rollup of Recipient returns. If a recipient already exists in Account Ability, "Rollup (or Append)" function will import additional activities from later source file and roll these additional activities into existing Recipient, result in a single return for each recipient.

Let's review the data from our source file (the one used for training):

Recipient, **TRINH TRAINING VENDOR 1**, shows up in 3 rows as follow:
row 1 = $56,272.44
row 2 = 18,757.48
row 3 = 37,514.96
------- ----------------
Total for TRINH TRAINING VENDOR 1 is $112,544.88

Vendor 13 shows up in 2 rows.
Vendor 14 shows up in 2 rows
In essence, this source file has **21 distinct vendors** (recipients)

While in your client's 1099-MISC form, click on File\Import\ASCII Text File.
Select your "0_IRS_1099_Training1099MISC" file and click Open.
Confirm that that it's ok to import 25 record (s) by clicking YES.



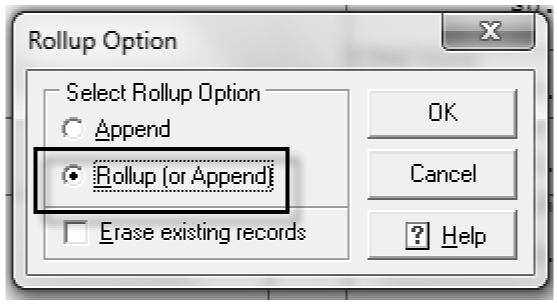
There should be **21 returns**

TRINH TRAINING VENDOR 1 should have 1 form created for **$112,544.88**

Recipient, **TRINH TRAINING VENDOR 1**, shows up in 3 rows as follow:
row 1 = $56,272.44

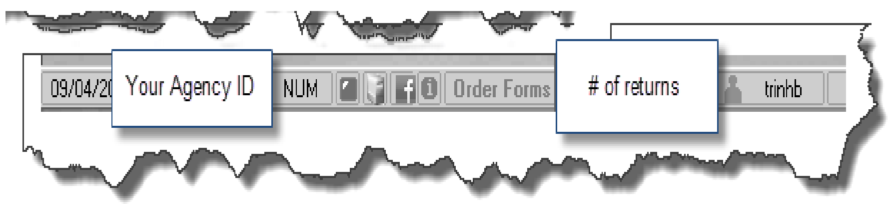
row 2 = 18,757.48
row 3 = 37,514.96
------- ----------------
Total for TRINH TRAINING VENDOR 1 is $112,544.88

<table>
<tr>
<td>h) Rollup (or Append) again</td>
<td>Click File\Import\ASCII Text File again.
Select “0_IRS_1099_Training1099MISC” file and click Open.
Confirm that it’s okay to import 25 record (s) by clicking Yes.



There should be 22 returns (the last one is an empty return)

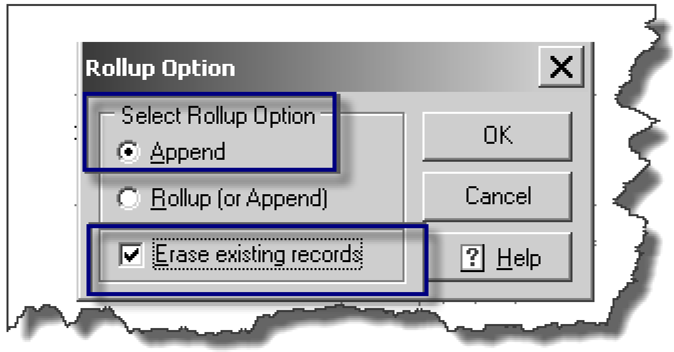
TRINH TRAINING VENDOR 1 should have 1 form created for $225,089.76



</td>
</tr>
</table>

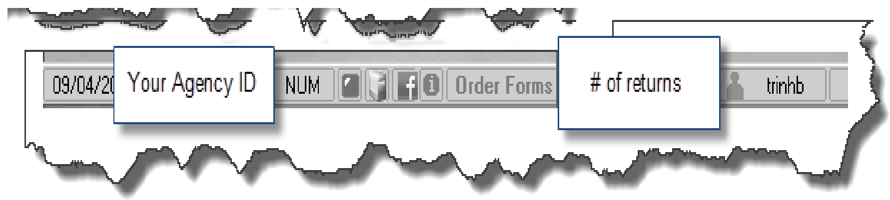
<table>
<tr>
<td>i) Rollup (or Append) and Erase existing records</td>
<td>Click File\Import\ASCII Text File again.
Select “0_IRS_1099_Training1099MISC” file and click Open.
Confirm that it’s okay to import 25 record (s) by clicking Yes.</td>
</tr>
</table>

(6) Running the IMPORT - Rollup (or Append)

<table>
<tr>
<td></td>
<td>


There should be **21 returns**

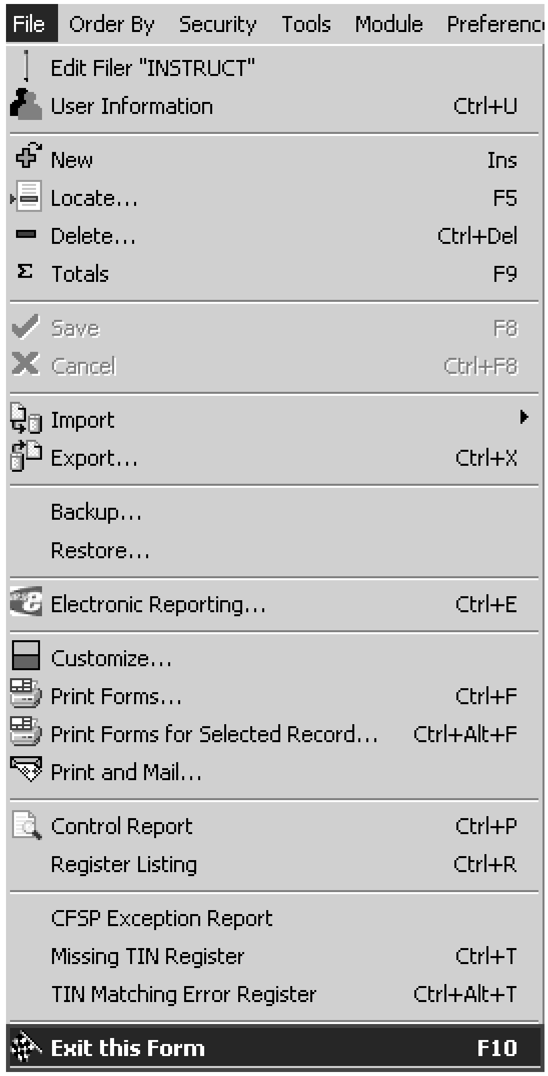
TRINH TRAINING VENDOR 1 should have 1 form created for **$112,544.88**



</td>
</tr>
</table>

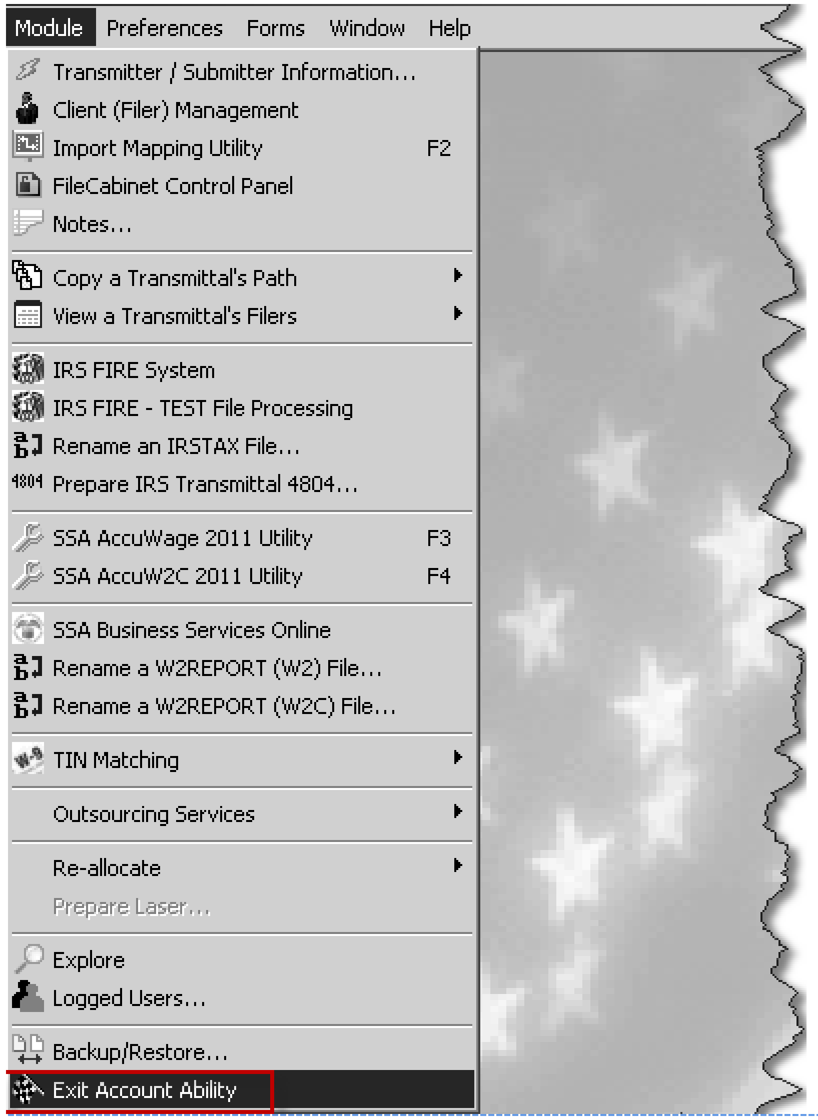
(7) Exit Account Ability

Please ***exit*** Account Ability   File\Exit this Form



Then click **Module\Exit Account Ability**

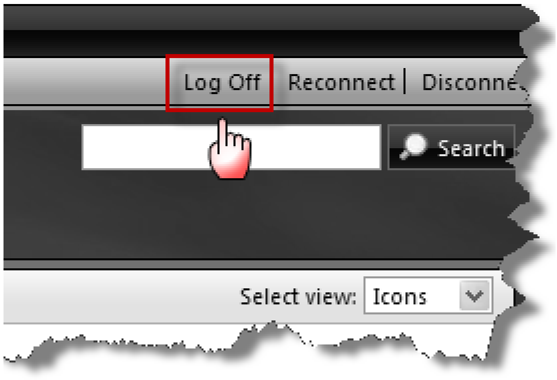
(7) Exit Account Ability



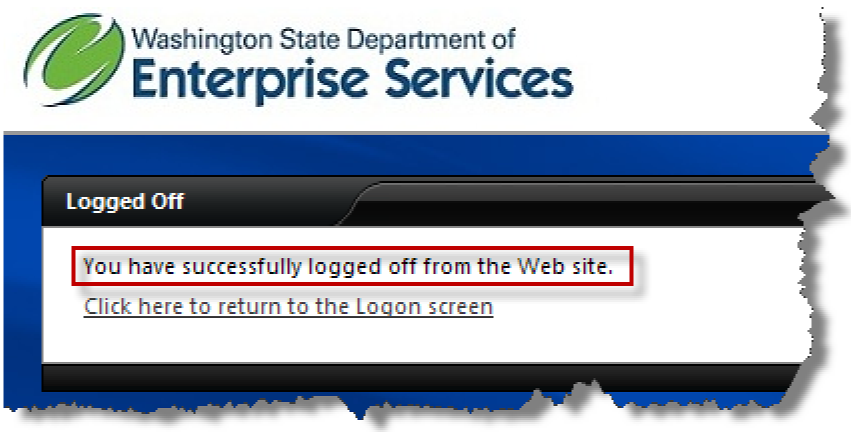
Click "**Yes**" to confirm exit Account Ability:

If you are still logged on to Citrix for Account Ability, please click on "Logoff":

(7) Exit Account Ability



Make sure you have successfully logged off from the Web site (Citrix web site).



(8) Important information about Shared Recipients Database

The **Shared Recipient Database** is Account Ability's Recipient Master List. All Agency Users with access to Account Ability will be able to view the recipient's information in this Shared Recipient Database. This Shared Recipient Database is updated each time a 1099 User manually created a form, manually updated a record, or manually did anything while in Account Ability.

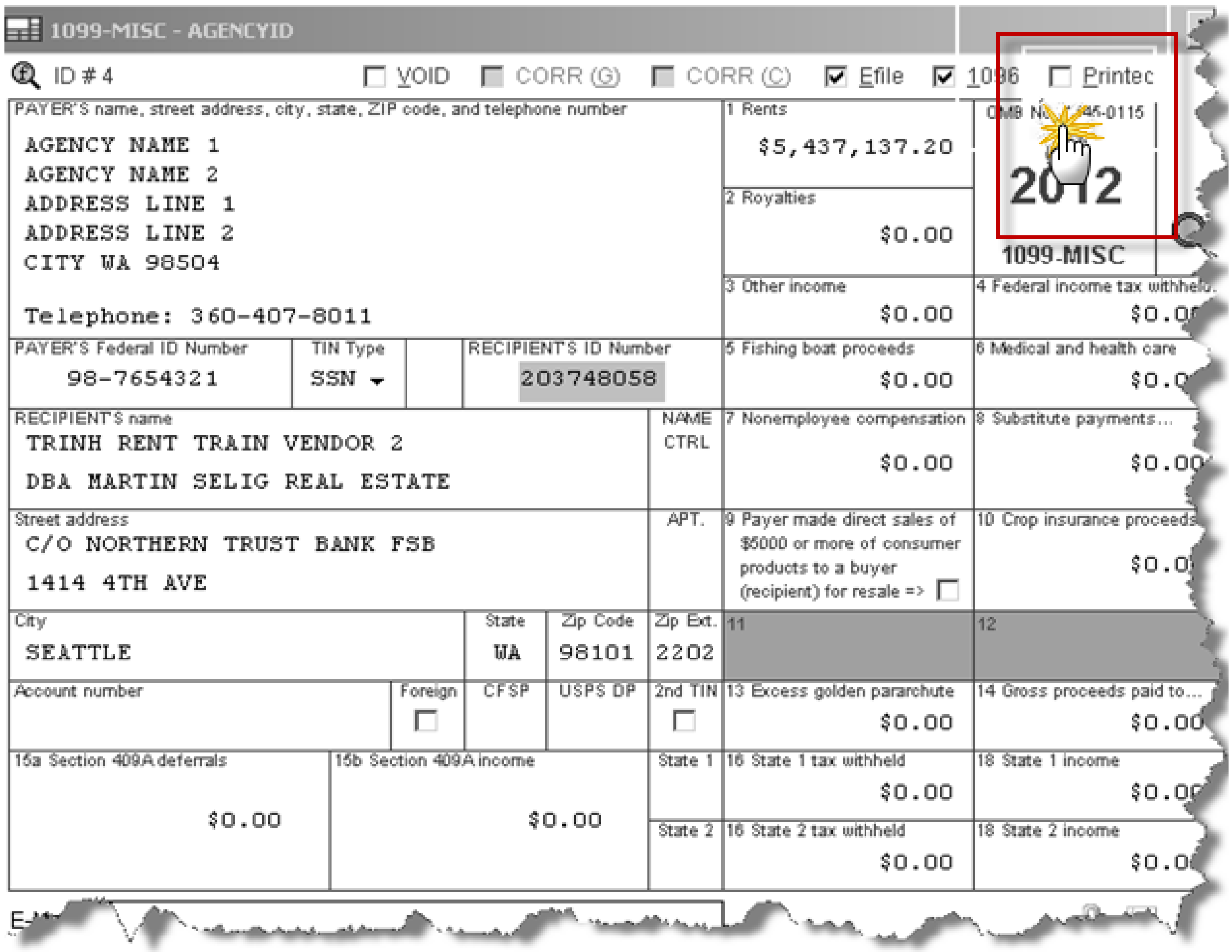
Because all Agency Users have access to this **Shared Recipient Database**, please create or edit your records outside of Account Ability.

Please utilize the Account Ability IMPORT feature to import any data or correction needed in creation of your 1099-MISC forms.

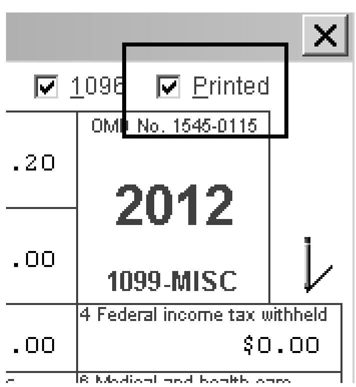
If you've accidentally updated a record while in Account Ability, please access the Shared Recipient Database and **DELETE** the recipient information. Deleting the recipient information from the Shared Recipient Database will not impact information already included in the 1099-MISC form.

For example, let's say you need to manually check the [Printed] flag on the following 1099-MISC to indicate that the form has already been printed:

(8) **Important information about Shared Recipients Database**



You *click* on the [Printed] flag.



Then you *clicked* the  check symbol to [Save].

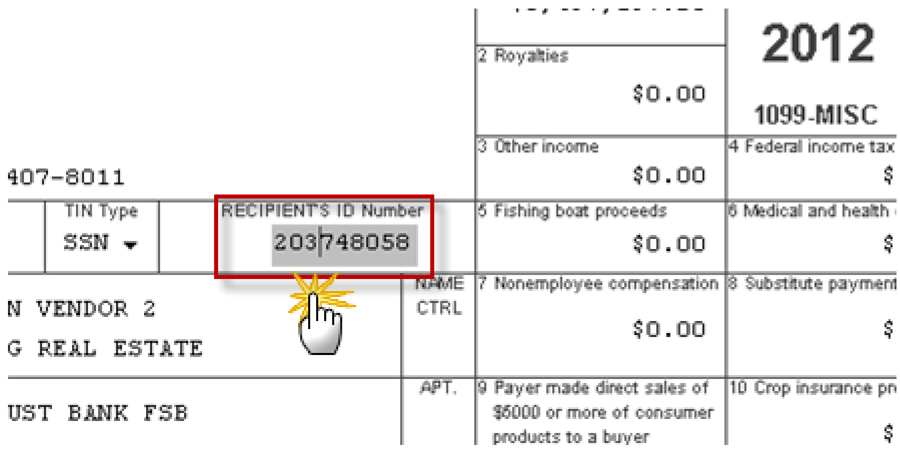
(8) Important information about Shared Recipients Database

Because you have **manually edited** this 1099-MISC by clicking on the [Printed] flag, this recipient information will be saved in the Shared Recipient Database.

You will need to access the Shared Recipient Database and DELETE the recipient record. This action will not impact the recipient information already on the 1099-MISC.

You can delete the recipient information from the Shared Recipient Database via the 1099-MISC form.

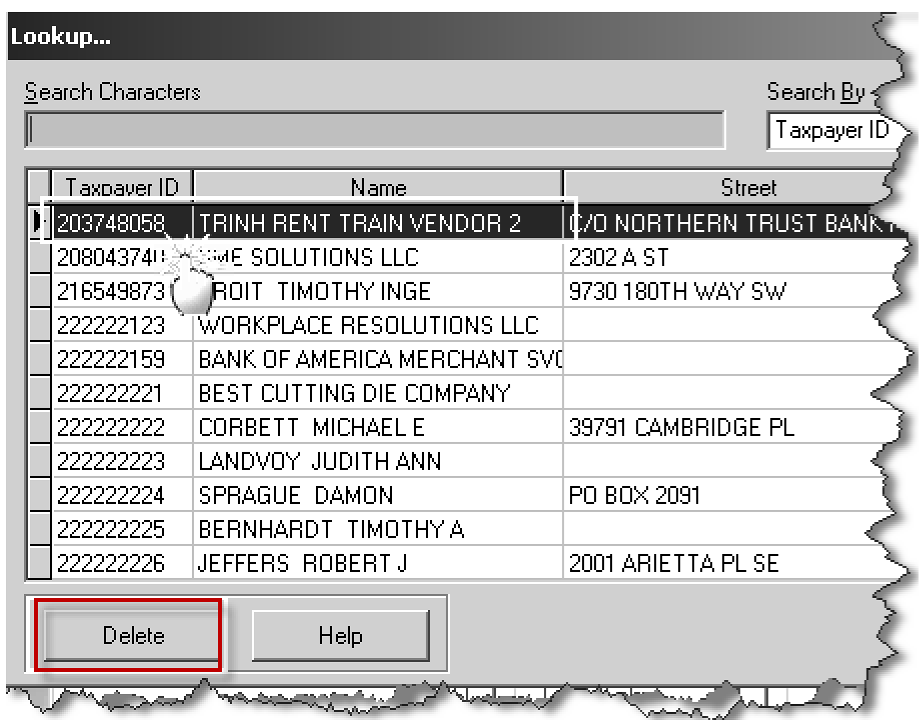
To DELETE recipient information from the Shared Recipient Database, *position your cursor* in the "Recipient's ID Number" field and *double-mouse click*.



This action will bring up the Taxpayer Lookup dialog (in the Shared Recipient Database).

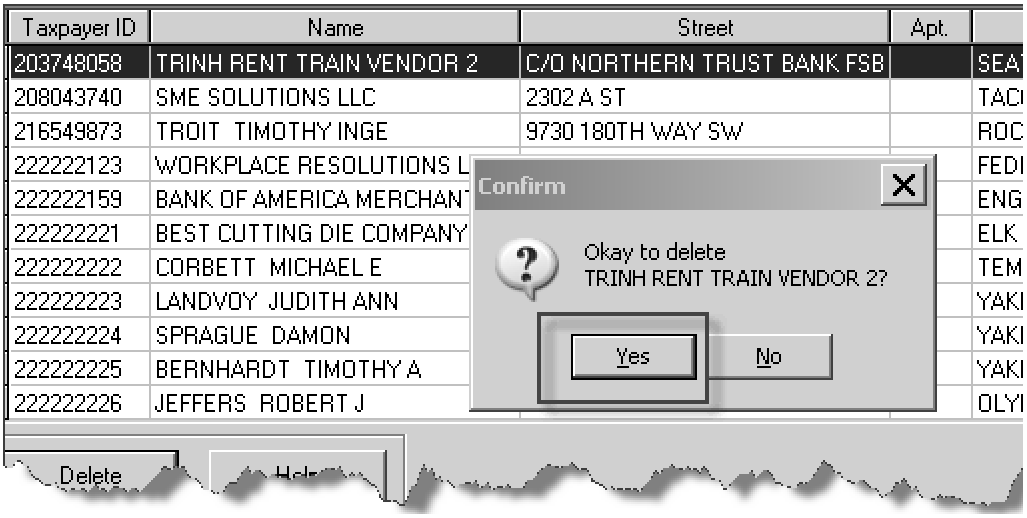
Highlight the row of the **Taxpayer ID** record that you want to delete from the Shared Recipient Database.

Click [**Delete**] button



(8) **Important information about Shared Recipients Database**

Click [Yes] to confirm that it is Okay to delete the selected taxpayer record from the Shared Recipient Database.



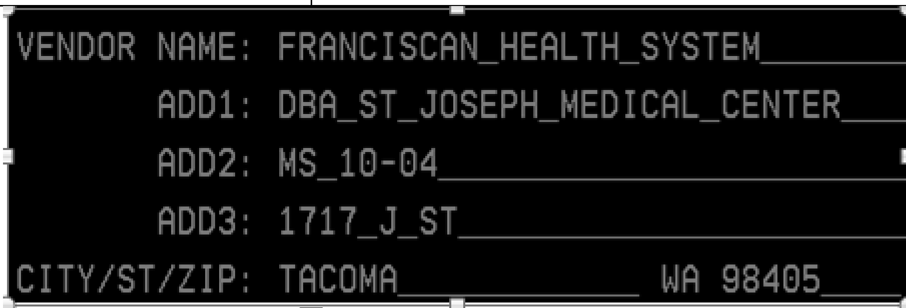
Note that deleting the taxpayer information from the Shared Recipient Database does not delete that information from the 1099-MISC form.

Think of the Shared Recipient Database as a telephone book of all recipient information. This Shared Recipient Database would automatically get updated and viewable by all Agency Users with access to Account Ability, when a User manually update a record or manually create a 1099-MISC form in Account Ability.

If you create the 1099-MISC forms via the IMPORT feature, this Shared Recipient Database is not automatically updated.

Supplemental Information on Recipient Address mapping

Example of data **from Statewide Vendor (SWV) Table**

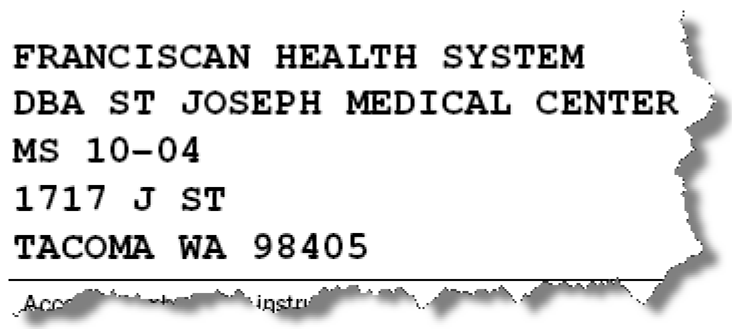


VENDOR NAME: FRANCISCAN_HEALTH_SYSTEM
ADD1: DBA_ST_JOSEPH_MEDICAL_CENTER
ADD2: MS_10-04
ADD3: 1717_J_ST
CITY/ST/ZIP: TACOMA WA 98405

Example of **mapping from source file to destination**

Source file	Destination Form
Vendor Name →	**Name line 1**
Vendor Address 1 →	**Name line 2**
Vendor Address 2 →	**Street address line 1**
Vendor Address 3 →	**Street address line 2**
Vendor City →	**City**
Vendor State →	**State**
Vendor Zip →	**Zip code**

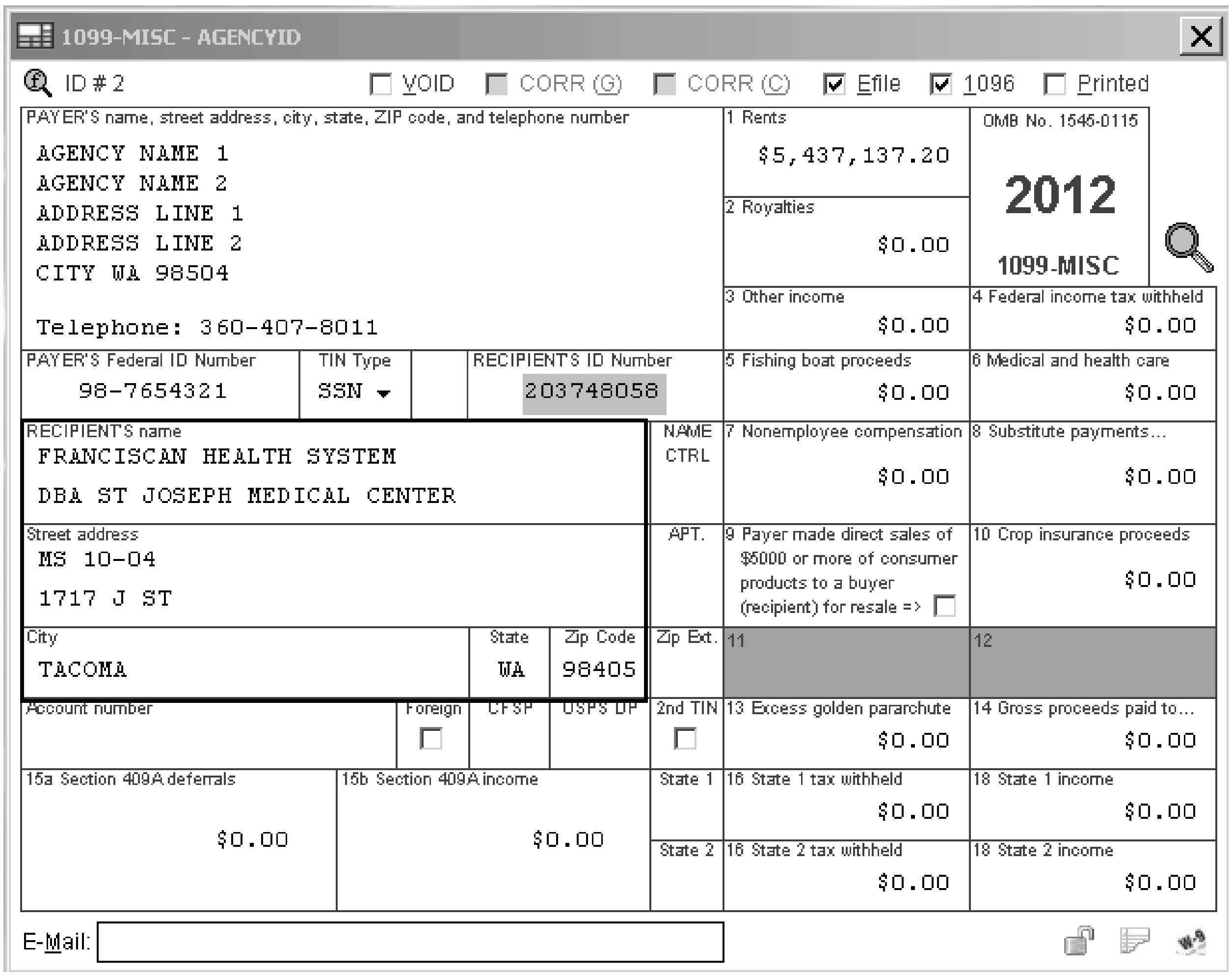
How Address shows up on **1099-MISC**



FRANCISCAN HEALTH SYSTEM
DBA ST JOSEPH MEDICAL CENTER
MS 10-04
1717 J ST
TACOMA WA 98405

Supplemental Information on Recipient Address mapping

Online view



1099-MISC - AGENCYID

ID # 2 | VOID | CORR (G) | CORR (C) | Efile | 1096 | Printed

PAYER'S name, street address, city, state, ZIP code, and telephone number
AGENCY NAME 1
AGENCY NAME 2
ADDRESS LINE 1
ADDRESS LINE 2
CITY WA 98504

Telephone: 360-407-8011

1 Rents: $5,437,137.20
2 Royalties: $0.00
OMB No. 1545-0115
2012
1099-MISC
3 Other income: $0.00
4 Federal income tax withheld: $0.00

PAYER'S Federal ID Number: 98-7654321
TIN Type: SSN
RECIPIENT'S ID Number: 203748058
5 Fishing boat proceeds: $0.00
6 Medical and health care: $0.00

RECIPIENT'S name
FRANCISCAN HEALTH SYSTEM
DBA ST JOSEPH MEDICAL CENTER
NAME CTRL
7 Nonemployee compensation: $0.00
8 Substitute payments...: $0.00

Street address
MS 10-04
1717 J ST
APT.
9 Payer made direct sales of $5000 or more of consumer products to a buyer (recipient) for resale =>
10 Crop insurance proceeds: $0.00

City: TACOMA
State: WA
Zip Code: 98405
Zip Ext.
11
12

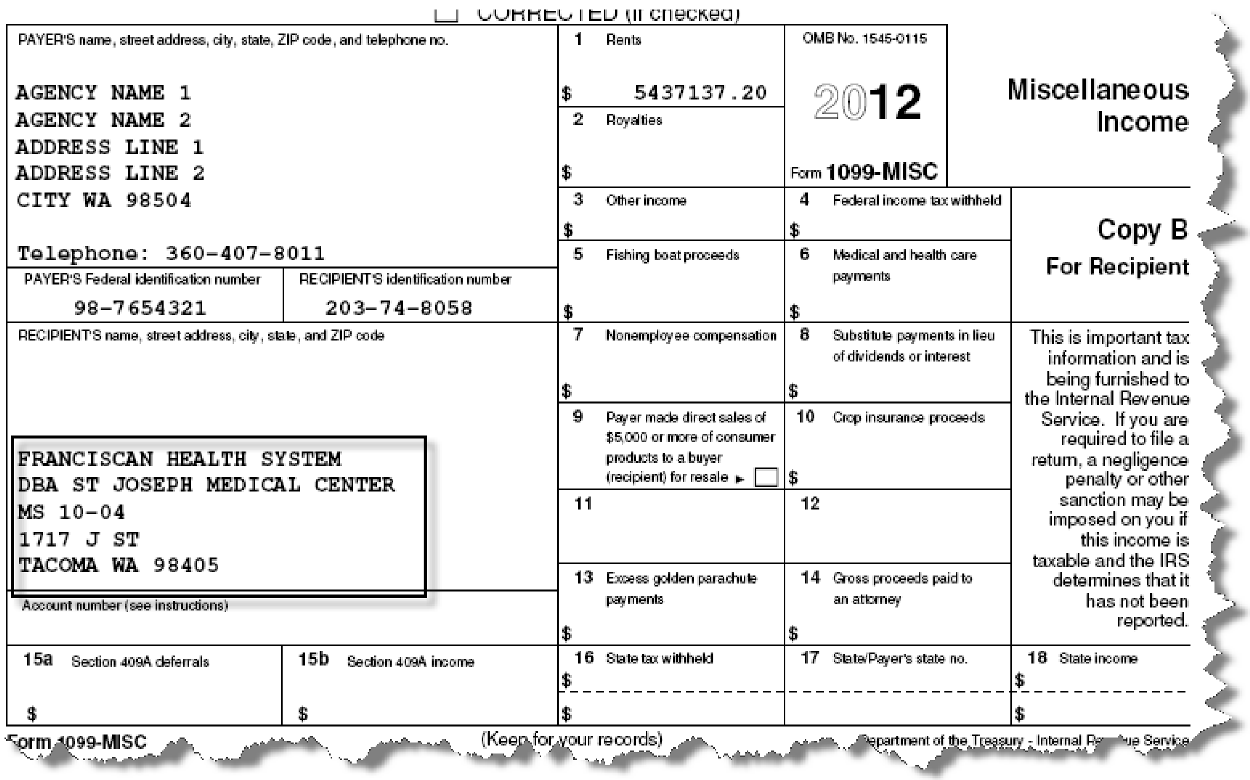
Account number
Foreign
CFSP
USPS DP
2nd TIN
13 Excess golden parachute: $0.00
14 Gross proceeds paid to...: $0.00

15a Section 409A deferrals: $0.00
15b Section 409A income: $0.00
State 1
16 State 1 tax withheld: $0.00
18 State 1 income: $0.00
State 2
16 State 2 tax withheld: $0.00
18 State 2 income: $0.00

E-Mail:

Supplemental Information on Recipient Address mapping

1099-MISC view



☐ CORRECTED (if checked)

PAYER'S name, street address, city, state, ZIP code, and telephone no.

AGENCY NAME 1
AGENCY NAME 2
ADDRESS LINE 1
ADDRESS LINE 2
CITY WA 98504

Telephone: 360-407-8011

PAYER'S Federal identification number	RECIPIENT'S identification number
98-7654321	203-74-8058

RECIPIENT'S name, street address, city, state, and ZIP code

FRANCISCAN HEALTH SYSTEM
DBA ST JOSEPH MEDICAL CENTER
MS 10-04
1717 J ST
TACOMA WA 98405

Account number (see instructions)

1 Rents $ 5437137.20	OMB No. 1545-0115 2012 Form 1099-MISC
2 Royalties $	
3 Other income $	4 Federal income tax withheld $
5 Fishing boat proceeds $	6 Medical and health care payments $
7 Nonemployee compensation $	8 Substitute payments in lieu of dividends or interest $
9 Payer made direct sales of $5,000 or more of consumer products to a buyer (recipient) for resale ▸ ☐	10 Crop insurance proceeds $
11	12
13 Excess golden parachute payments $	14 Gross proceeds paid to an attorney $

15a Section 409A deferrals	15b Section 409A income	16 State tax withheld	17 State/Payer's state no.	18 State income
$	$	$		$
		$		$

Miscellaneous Income

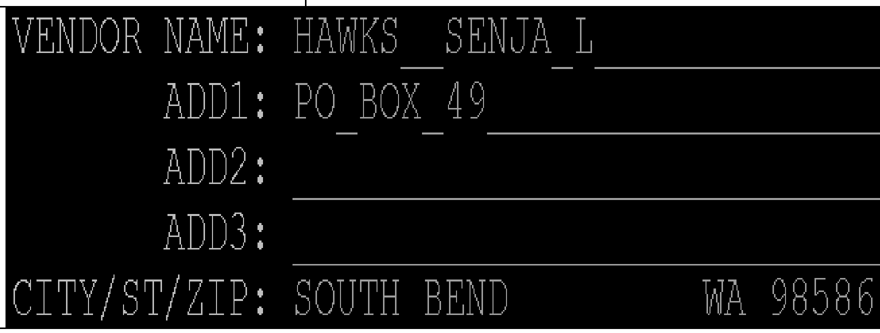
Copy B
For Recipient

This is important tax information and is being furnished to the Internal Revenue Service. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if this income is taxable and the IRS determines that it has not been reported.

Form 1099-MISC (Keep for your records) Department of the Treasury - Internal Revenue Service

Supplemental Information on Recipient Address mapping – part 2

Example of data **from Statewide Vendor (SWV) Table**



VENDOR NAME: HAWKS_ SENJA_L

ADD1: PO_BOX_49

ADD2:

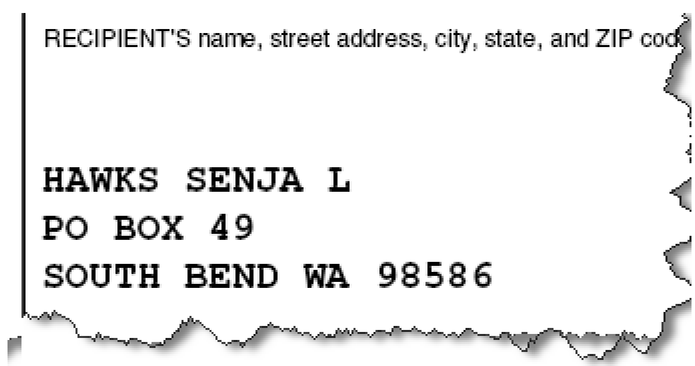
ADD3:

CITY/ST/ZIP: SOUTH BEND WA 98586

Example of **mapping from source file to destination**

Source file		Destination Form
Vendor Name	→	**Name line 1**
Vendor Address 1	→	**Name line 2**
Vendor Address 2	→	Street address line 1
Vendor Address 3	→	Street address line 2
Vendor City	→	**City**
Vendor State	→	**State**
Vendor Zip	→	**Zip code**

How Address shows up on **1099-MISC**



RECIPIENT'S name, street address, city, state, and ZIP cod

HAWKS SENJA L

PO BOX 49

SOUTH BEND WA 98586